

PLEASE POST

**VB – 2016-2017
October 13, 2016**

**HARLAN COUNTY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER**

V A C A N C Y B U L L E T I N

POSITION: School Food Service Secretary & Nutrition

LOCATION: Central Office

LENGTH OF EMPLOYMENT: Remainder of 2016-2017 School Year

SALARY RANGE: FOOD SERVICE SALARY SCHEDULE

CERTIFICATION/QUALIFICATIONS: Associate degree in secretarial related area preferred; high school diploma required with secretarial and computer skills. Alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB DESCRIPTIONS: (Condensed)

Complete clerical duties to include answering the phone, typing, filing, running stencils, copies and postal duties; prepare Food Service materials for Board meetings; type a variety of items including inter-office communications, requisitions, forms, letters, special projects, legal documents, and other materials; maintain a confidential filing system; lists, files, records, personnel files updated; and many others as listed in the Harlan County Schools Classified Job Description Book.

EFFECTIVE EMPLOYMENT DATE: After Posting Deadline

APPLICATION DEADLINE: October 24, 2016

NON-DISCRIMINATION POLICY: THE HARLAN COUNTY DISTRICT PRACTICES NON-DISCRIMINATION IN EMPLOYMENT. HARLAN COUNTY SCHOOL DISTRICT COMPLIES WITH TITLE IX, SECTION 504 OF THE REHABILITATION ACT OF 1973 AND AMERICANS WITH DISABILITIES ACT OF 1990. THE SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, AGE, NATIONAL ORIGIN, RELIGION, CREED OR MARITAL STATUS, IN THE EDUCATION PROGRAMS OR ACTIVITIES IT OPERATES. THE HARLAN COUNTY PUBLIC SCHOOLS WILL SEEK MINORITIES IN THE AREAS OF UNDER UTILIZATION.

TO APPLY: SUBMIT A WRITTEN LETTER STATING EXACT POSITION(S) APPLYING ALONG WITH A COMPLETED APPLICATION. APPLICATIONS MUST BE RECEIVED IN THE OFFICE OF SUPERINTENDENT NO LATER THAN 3 P.M. ON THE DEADLINE DATE. INTERESTED PERSONS MAY VISIT THE FOOD SERVICE OFFICE OF THE HARLAN COUNTY BOARD OF EDUCATION FOR AN APPLICATION, JOB DESCRIPTION, AND NEEDED QUALIFICATIONS.

SEND TO: MIKE HOWARD, SUPERINTENDENT, HARLAN COUNTY SCHOOLS, 251 BALL PARK ROAD, HARLAN, KENTUCKY 40831