

PLEASE POST

VB – 2016-2017  
August 15, 2016

**HARLAN COUNTY SCHOOLS  
AN EQUAL OPPORTUNITY EMPLOYER**

**V A C A N C Y   B U L L E T I N**

**POSITION:** Secretary  
*(185 day annual contract plus 8 extended days. Note days used prior to September 1, 2016 will be deducted for current school year.)*

**LOCATION:** Harlan County High School

**LENGTH OF EMPLOYMENT:** 2016-2017 Remainder of School Year

**SALARY RANGE:** 2016-2017 Salary Schedule

**CERTIFICATION/QUALIFICATIONS:** Associate degree in secretarial related area preferred; high school diploma from accredited high school required with secretarial and computer skills.

**JOB DESCRIPTION (Condensed):**

Performs secretarial duties involving typing, filing and maintaining records or reports, plan, organize and coordinate office activities and communications to relieve the principal of routine administrative and bookkeeping duties.

**EFFECTIVE EMPLOYMENT DATE:** After Posting Deadline

**APPLICATION DEADLINE:** August 25, 2016

**NON-DISCRIMINATION POLICY:** The Harlan County School 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 THE SUPERINTENDENT NO LATER THAN 3:30 P.M. ON THE DEADLINE DATE. INTERESTED PERSONS MAY VISIT THE PERSONNEL 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.