

PLEASE POST

VB – 2017-2018
September 1, 2017

**HARLAN COUNTY SCHOOLS
AN EQUAL OPPORTUNITY EMPLOYER**

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

POSITION: Youth Service Center Assistant Coordinator

LOCATION: Harlan County High School

LENGTH OF EMPLOYMENT: Remainder of 2017-2018 School Year

SALARY RANGE: 2017-2018 Salary Schedule

CERTIFICATION/QUALIFICATIONS: High School Diploma or GED minimum and one year of experience in related field

JOB DESCRIPTION (Condensed):

Assist coordinator. Maintain accurate and complete records as required by law, district policy and administrative regulations. Have familiarity with computers and related software, maintain records and complete reports. Assist in preparing student's snacks. Perform other related assigned duties.

EFFECTIVE EMPLOYMENT DATE: 2017-2018 School Year

APPLICATION DEADLINE: September 11, 2017

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 ASSISTANT SUPERINTENDENT IN CHARGE OF PERSONNEL 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: BRENT ROARK, SUPERINTENDENT, HARLAN COUNTY SCHOOLS, 251 BALL PARK ROAD, HARLAN, KENTUCKY 40831.