



## ELKHART INDEPENDENT SCHOOL DISTRICT

### Job Posting

Posting Date: 4-4-2019

**Position Title:** Campus Secretary

**Location:** Intermediate School

**Beginning:** July 22, 2019

**Starting Salary:** Pay as per Elkhart ISD Salary Scale

**Qualifications:**

- Previous experience preferred
- Clerical capability using typical office equipment and technology
- Collaborative approach to leadership
- Ability to comply with instructions

**Duties/Responsibilities:**

- Demonstrate thoroughness and a high degree of reliability in performing work assignments
- Maintain good attendance and punctuality
- Cooperate with supervisor and other staff members in achieving Transportation Department goals

**Application Procedure:**

Submit a resume and an Elkhart ISD Application form. Letters of reference may be attached.

Application forms are available from the Central Administration Office at 301 E. Parker St., Elkhart, Texas 75839 or on the district website at [www.elkhartisd.org](http://www.elkhartisd.org) (click Job Postings, scroll down to the Service and Support Application link and copy or print out the form. The form cannot be submitted directly from this link)

Return completed forms to [gherring@elkhartisd.org](mailto:gherring@elkhartisd.org) or the Central Administration Office.

### APPLICATION DEADLINE

#### Until Filled

*Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.* The district title IX Coordinator is Dr. Lamont Smith, Superintendent – 301 E. Parker – Elkhart, TX 75839 (903-764-2952)