

Elementary School Secretary

Wayne Community Schools is seeking a qualified candidate for the position of Elementary Secretary. The Elementary School Secretary provides administrative support to ensure the efficient operation of the school office. This position requires excellent organizational, communication, and multitasking skills, and serves as the first point of contact for students, parents, staff, and visitors. The secretary supports the principal and faculty by managing clerical duties, maintaining records, coordinating communication, and assisting with school operations.

High School diploma is required, secretarial experience is preferred. Bilingual capabilities are preferred but not required. Starting date will be on or about July 15th.

Twelve month, full time position with a competitive compensation and benefits package.
Wayne Community Schools is an EOE, Veterans preference employer.

Application Procedure:

Job application is available on our website:

<http://www.wayneschools.org/vnews/display.v/SEC/District%7CEmployment>

E-mail your application, cover letter, resume, and recommendations to:

Andi Diediker, 3-6 Grade Principal

Wayne Community Schools

andiedi1@waynebluedevils.org