

## **Student Services Secretary**

Wayne Community Schools is hiring for a Student Services Secretary, located at the Wayne Early Learning Center.

This position will provide administrative support to the Director of Special Education with an emphasis on monitoring the clerical functions of the department.

High School diploma is required, secretarial experience is preferred.

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>

Send your application, cover letter, resume, and recommendations to:

Misty Beair, Special Education Director

Wayne Community Schools

611 W 7th Street, Wayne, NE 68787

[mibeair1@waynebluedevils.org](mailto:mibeair1@waynebluedevils.org)