

DATE: April 24, 2024

POSITION TITLE: Campus Secretary

LOCATION: Glen Rose High School

SALARY RANGE: According to District Salary Schedule

POSITION SUMMARY: Ensure efficient operation of high school administrative office and provide clerical services for school's administrative staff.

POSITION REQUIREMENTS:

Education:

- High School graduate

Special Knowledge/Skills:

- Proficient word processing and file maintenance skills
- Effective organizational, communication, and interpersonal skills
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
- Knowledge of basic accounting principles

Experience:

- One to three years secretarial experience, preferably in public education environment

APPLICATION PROCEDURES:

District Employees: Send letter requesting transfer with pertinent information if same job description. To change job description, send complete application and resume.

Outside Applicants: Request application and/or send resume to:

Tommy Corcoran, Assistant Superintendent of Operations
Glen Rose Independent School District
P.O. Box 2129
Glen Rose, Texas 76043-2129
E-mail: corcto@grisd.net
(254) 898-3913

APPLICATION DEADLINE: Until filled.

GRISD is an equal opportunity employer and selects personnel on the basis of merit. Applicants are considered without regard to race, color, national origin, age, religion, sex, marital or veteran status. Selection is determined by the presentation of evidence of experience, training, information from references and personal interviews.