**6/1/23**

**Rankin School District #98**

**ANTICIPATED JOB OPENING**

**ANTICIPATED OPENING:** Office Secretary

**TERMS OF EMPLOYMENT:** During the school year, work the same days as teachers, work day (8:00-4:00 p.m.) & (during the summer 8:00 a.m. – 4:00 p.m.) or as approved by Superintendent), 30 minute duty free lunch. Holiday, vacation, and leaves determined by Board Policy 5:330 for 12-month support staff. $14.25 per hour. Insurance benefits exist. Some flexibility exists regarding the daily starting and ending work times and the summer schedule.

**QUALIFICATIONS:** A person who is a team-player who enjoys working with people and kids and will contribute to maintaining a positive, pleasant, organized, and efficient work environment.

**TRAINING:** The candidate will have an opportunity to receive training and ongoing guidance from our Office Team.

**APPLICATION PROCESS**: Send email as the cover letter and attach resume and references to: April McLaughlin, Principal

Rankin School District #98

amclaughlin@rankin98.org

\*Candidates who apply will receive an email reply within 48 hours to serve as the receipt of the application.

**INTERVIEWS/APPLICATION DEADLINE**: Interested applicants are encouraged to apply now. Interviews will occur during the afternoon of June 6th and all day on June 8th. Virtual interviews are an option for those who are out-of-town and/or need some flexibility for those two days.

**START DATE:** The latest we would like the start date to be is June 27th. The starting date will be discussed with the selected candidate.

**Rankin School District #98 is an equal opportunity employer**