



## Carlisle Local School District

230 Jamaica Rd.

Carlisle, Ohio 45005

(O) 937-746-0710 (F) 937-746-0438

### NOTIFICATION OF STAFF VACANCY FOR THE 2025-2026 SCHOOL YEAR

<b>DATE:</b>	March 25, 2025
<b>POSITION:</b>	PK-6 Building Secretary
<b>JOB POSTING:</b>	Must possess the following skills: <ul style="list-style-type: none"><li>• Skills in filing, recording and preparing student records</li><li>• Possess word processing and other computer skills, such as DASL</li><li>• Ability to work as a school and office team member</li><li>• Strong communication, computer (Google, Word and Excel) and people skills</li><li>• Have a work record of punctuality, regular attendance, good interpersonal relation skills</li><li>• Maintain the confidentiality of privileged information</li></ul>
<b>SALARY AND BENEFITS:</b>	In accordance with the Board of Education approved negotiated agreement.
<b>DATE POSTED:</b>	March 25, 2025
<b>START DATE:</b>	August 1, 2025
<b>APPLICATION PROCESS:</b>	Immediately send email of interest and resume to: Mike Milner - Principal (Alden Brown PK-3) Jennifer Deawester - Principal (Grigsby 4-6) 270 Jamaica Road Carlisle, OH 45005 937-746-8969 <a href="mailto:mike.milner@carlisleindians.org">mike.milner@carlisleindians.org</a> <a href="mailto:jennifer.deawester@carlisleindians.org">jennifer.deawester@carlisleindians.org</a>

External applicants must have an application on file through the Dayton Area Job Consortium to be considered for any opening.

Carlisle Local is an Equal Opportunity Employer. Carlisle ensures equal employment opportunities regardless of race, creed color, national origin, religion, age, sexual orientation or disability.