

BATH LOCAL SCHOOLS

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March 12, 2019

BATH LOCAL SCHOOLS **JOB POSTING**

The following vacancy is hereby posted for the 2019-2020 SY

Secretary (Special Education)

220 days; 7.5 hours per day

Qualifications:

- Extensive Computer Skills (Microsoft Office)
- Previous School Secretarial Experience Preferred
- Filing Skills
- Detail oriented
- Strong communication skills
- Well organized

Full job description available on request

Interest should be submitted to:
Chris Clark, Director of Special Education
2450 Bible Road
Lima, Ohio 45801
Email to: clarkc@bathwildcats.org

No later than Tuesday, March 19, 2019 at 3:00 pm