ADAMS COUNTY OHIO VALLEY SCHOOL DISTRICT

141 LLOYD ROAD
WEST UNION, OH 45693
Phone: 937-544-5586

POSTING NUMBER: 2017-2018 101

ARTICLE XXVI
OAPSE BID PROCEDURE

FOR: **SECONDARY SECRETARY**
(Must meet Secretarial qualifications.)

TYPE: **SECONDARY**

BUILDING: **Career & Technical Center**

DAILY HOURS: As Needed

WEEKLY HOURS: As Needed, **up to 19.5-hrs**

ANNUAL HOURS: As Needed

TITLE OF POSITION OF CLASSIFICATION: **Secretary**

SALARY: According to the current salary schedule

DESCRIPTIVE DUTIES (at time of bidding): Refer to:
1. Job description at Central Office
2. Building Principal/SpEd Supervisor

BID APPLICATION MUST BE SUBMITTED TO:
PERSONNEL OFFICE
Adams County Ohio Valley School District
141 Lloyd Road
West Union, OH 45693

During the bid period below.

Filing bid application: BEGINNING: **February 08, 2018**

DEADLINE: **4:00 pm** **February 16, 2018**

(This posting applies to OAPSE and agency shop members only, and is not intended for substitute employees, *NOR* is it a request for applications.)

Adams County Ohio Valley School District is an Equal Opportunity Employer

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