**PASS CHRISTIAN SCHOOL DISTRICT**

6457 Kiln-DeLisle Road

Pass Christian, Mississippi 39571

228-255-6200

**VACANCY**

**Position:**

Secretary (Pass Christian Middle School)

**Description:**

Responsible for carrying out secretarial and clerical duties at the school level in an effort to assist the Principal/administration while demonstrating the district’s beliefs in order to provide an optimum educational experience for all students and to promote students’ intellectual, emotional, physical, and social growth.

**Qualifications:**

1. High School Diploma or GED required

2. Demonstrate excellent secretarial skills, including general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.

3. Three (3) years experience in a related secretarial or office position.

4. Be proficient in Microsoft Word, Excel and PowerPoint and computer programs.

5. Meet such alternatives to the above qualifications as the Superintendent and/or Designee may deem appropriate and acceptable.

**Reports To:** Principal and/or Designee

**Length of At-Will Agreement:** 12 Months

**Salary:** Based on Degree, and Experience

**Start Date:** As stated in At-Will Agreement

**Deadline for Receipt of Application:** Until filled

After a review of applications, based on qualifications, selected candidates will be contacted for an interview.

***PASS CHRISTIAN PUBLIC SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, RELIGION, COLOR, NATIONAL ORIGIN, AGE, OR DISABILITY.***

***(Title VI: 34 CFR 100.3(c), Title IX: 34 CFR 106.51 and 106.60, Section 504: 34 CFR 10: 34 CFR 104)***