

KETTERING CITY SCHOOL DISTRICT

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MINDY MCCARTY-STEWART
Superintendent

KEN MILLER
Asst. Superintendent of Human Capital

POSTING

October 15, 2026

TO: All Kettering City School District locations and outside locations as designated by the Assistant Superintendent of Human Capital.

POSITION: SECRETARY, ELEMENTARY PRINCIPAL
Effective November 2, 2026

LOCATION: JOHN F. KENNEDY ELEMENTARY SCHOOL

GENERAL INFORMATION: This is a 10-month contract, Pay Grade III, 211 paid days per year. Daily work hours are 7:30 a.m. – 3:30 p.m. (7.5 hrs/day)

MAJOR RESPONSIBILITIES, Partial List:

1. Perform general secretarial duties (i.e., answering phones, relaying messages, scheduling meetings, copying, etc.)
2. Proficiency in tracking and creating reports required for the department.
3. Proficient in computer skills (Google, Excel, and Microsoft Office Suite) and interpersonal skills.
4. Great attention to detail and effective prioritization of workloads.
5. Maintains confidentiality within all databases and student records.
6. All other duties as assigned.

QUALIFICATIONS, Partial List:

1. High School diploma or equivalent.
2. Proficiency in computer skills and knowledge of applications necessary to access timely and relevant information and be able to disseminate same.
3. Must pass a background check and pre-employment drug screening.

SALARY: According to the Board-approved Salary Schedule.

APPLICATION PROCEDURE: All candidates are required to apply online at: www.applitrack.com/dayton/onlineapp. Current employees should apply as “INTERNAL” applicants, and all other candidates (including current Substitute Employees) should apply as “EXTERNAL” applicants. The contact person is Stacey Gemin, Principal – John F. Kennedy Elementary School – stacey.gemin@ketteringschools.org. The search will remain open until filled, but applicant screening will begin immediately. **Applications must be submitted by 4:00 p.m. on October 19, 2026**

KETTERING BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER