

# MAPLE HEIGHTS CITY SCHOOLS

## Official Notice of Vacancy from the Personnel Department

Posting Date: August 11, 2025

*OPEN FOR THE 2025-2026 SCHOOL YEAR*

**POSITION TITLE:** Secretary to the Director of Special Pupil Services

**JOB DETAILS:**

- 260 Day Position, 7.5 hours per day/30-minute unpaid break 8AM-4PM, M-F
- Competitive salary and benefits based upon experience and placement on the Board of Education approved salary schedule

**QUALIFICATIONS:**

- Associates degree or equivalent from a two-year college or technical school
- High school diploma or equivalent
- Such alternatives to the above as the Superintendent and/or Board of Education may find appropriate.
- Ability to communicate ideas and directives clearly and effectively both orally and in writing

**OVERVIEW:**

Major Responsibilities Include: Provides administrative support for the smooth and efficient operation of the Special Pupil Services office. Perform secretarial duties for the Director of Special Pupil Services. Assists in the maintenance of student records for Special Education and Section 504 Compliance. Maintain and account for departmental requisitions and purchase orders. Prepare, monitor and maintain Jon Peterson and Autism Scholarships records in OH/ID system. Effective active listening skills, organizational and problem solving skills, ability to be flexible and adapt to changing situations and ability to prioritize and meet deadlines.

**Those interested in applying must submit an application through Applitrack found on the District's Website:**

**[www.mapleschools.com](http://www.mapleschools.com) under Departments/Personnel**

**PLEASE DO NOT SEND HARDCOPIES OF DOCUMENTS**

Please address all electronic correspondence to: Tajuana Hunnicutt, Director of Personnel; Maple Heights City Schools, 5740 Lawn Avenue, Maple Heights, Ohio 44137. Application deadline for the position is: **Until Filled.**

THE MAPLE HEIGHTS BOARD OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, COLOR, RELIGION, AGE, HANDICAP, OR NATIONAL ORIGIN IN THE EDUCATIONAL PROGRAMS AND ACTIVITIES WHICH IT OPERATES.

**NOTE: Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the Maple Heights City School District Personnel Office at 587-6100.**



Olympia Della Flora, Superintendent