



Mount Vernon City Schools

Substitute Secretary

To join our educational team
Help us continue the tradition of excellence in education!

POSITION:

- Substitute Secretary

DESCRIPTION:

- Hours and assignment locations will vary
- Fulfill receptionist duties and answer phone calls
- Assist staff and students with day-to-day operations at the school/office

MINIMUM QUALIFICATIONS:

- Must pass a general background check (BCI/FBI)

APPLICATION PROCEDURE:

Complete application - only applications submitted online at <https://www.applitrack.com/mvc/d/onlineapp> will be accepted. Hard copy applications not accepted.

- Submit letter of interest explaining why the position interests you and why we should be interested in you.
- Submit a current resume with references.

Mount Vernon City Schools is an Equal Opportunity Employer

Mount Vernon City Schools ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Mount Vernon City Schools has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.