



NOTICE OF VACANCY

Position Available:

- Substitute Secretary

Rate of pay per 26M TSSSA (2022-2024) Contract:

- \$13.40 per hour as a substitute secretary as of 7/1/23

Minimum Requirements:

- Must Possess a High School Diploma or GED
- Qualify through the Personnel Office
- Speak fluent English
- Must be able to travel to all of the District's buildings as needed
- Must pass typing test of 50 wpm

Hours per week:

- **Substitute** - Approximately 8 - 28 hours per week, however this varies and is not guaranteed

Potential for full time employment which includes benefits such as health, dental, vision options and generous paid holidays.

APPLICATION PROCEDURE:

You must provide your letter of interest, resume and photographic evidence of meeting the minimal qualifications i.e. copies of diplomas, educational transcripts, certifications and licensure via AppliTrack at:

<https://www.applitrack.com/resa/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=27418>

All materials received relative to this posting become property of the Taylor School District. Only those candidates which provide the requested information will be considered.

NOTICE OF NON-DISCRIMINATION

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