



NEW MIAMI BOARD OF EDUCATION JOB POSTING

TO: Any Qualified Applicant
FROM: New Miami Board of Education Office
DATE: June 10, 2024

We are now accepting applications for the 2024-2025 school year for the vacancy of:

Position: Secretary to the Superintendent/Director of Student Services

Location: New Miami Local Schools

Qualifications:

- Must possess a high school diploma.
- Must possess a valid driver's license.
- Previous successful experience as an administrative-level school secretary preferred.
- Skills in the areas of budgeting, accounting, filing, general clerical tasks.
- High degree of proficiency in office procedures, typing, computers, and other office machines.
- Good organizational skills.
- Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents and community.
- Ability to maintain confidential information, exercising judgement and diplomacy at all times.
- Neat and well groomed; professional appearance.
- Capable of school business decision making.
- Ability to plan, organize and implement office operations without direct supervision.
- Positive attitude toward working with the public and demonstrates excellent public relations skills.
- Ability to maintain confidential information, exercising judgment and diplomacy at all times.
- A satisfactory report from Criminal Records Check.
- Such alternatives to the above qualifications as the Superintendent and/or Director of Student Services may deem appropriate and acceptable.



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- Date of Employment:** Prior to July 1, 2024 for Training Purposes.
- Duties:** Job description available upon request.
- Salary:** Commensurate with training and experience as established by Board policy.
- Application Process:** Administration will review all applicants who have completed an on-line application through the **Butler County Area Application Consortium**. Click [HERE](#) to apply.
- Application Deadline:** Until Filled.
- Background Check:** Applicants that are offered positions shall be required to submit to an FBI/BCII criminal background check. Failure to satisfactorily pass the criminal background check based on the discretion of the Board of Education will preclude an individual from employment with the district.