

PLEASE POST

December 18, 2024

ANNOUNCEMENT OF VACANCY

The following Classified position exists in the Bluffton-Harrison Metropolitan School District starting with the 2025-2026 school year.

BLUFFTON HIGH SCHOOL

GUIDANCE SECRETARY

- **Starting with the 2025-2026 school year**
- **Starting wage \$15.80**
- **7.5 hours/day**
- **194-day work schedule during school year**
- **Benefits available**

Desired Qualifications:

- **Customer Service Oriented**
- **Computer Skills with Google suite (Gmail, calendar, slides, sheets, etc.)**
- **Written communication skills for composing and editing documents**
- **School-wide data and calendar management**

Any qualified person wishing to be considered for the above position should complete a classified employee application and submit it to Mrs. Stacy Morrison. Any questions regarding this position should be directed to Mrs. Morrison at 260-824-3724 or smorrison@bhmsd.org.

Classified applications available at www.bhmsd.org or the Administration Building