

Posting Dates:
3/12/2026 – 3/19/2026

Hillsboro City Schools
39 Willettsville Pike
Hillsboro, OH 45133
Telephone: 937-393-3475
Fax: 937-393-5841

Applications are being accepted for the following positions for the 2026-2027 school year.

Secretary Elementary – Early Childhood (Pk-1)

Qualifications:

- Valid state Department of Education license/certificate appropriate for the position.
- Meets all mandated health screening requirements.
- A record free of criminal violations that would prohibit employment in public schools.
- Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as a cohesive team.
- Commitment to keeping current with skills essential to the position's objectives.

Salary: Per Hillsboro City Schools pay scale. Salary scale upon request.

Contracted day: 200

Location: Hillsboro Elementary School

Work hours: 7:30 – 4:00 p.m.

Applications/resumes or questions may be directed to **Diane Michael**, Director of Personnel, at 937.393.3475 or email dmichael@hillsboro-indians.org

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