

PLEASE POST

PLEASE POST

SECRETARY - REPD EDUCATION SUPPORT CENTER

JULY 2010

AMARILLO INDEPENDENT SCHOOL DISTRICT
AMARILLO, TEXAS

This notice is submitted in accordance with the Promotion Policies of the Amarillo Independent Schools relating to the posting of certain vacancies, the following is submitted:

PRIMARY PURPOSE

To effect the efficient operation of the Regional Education Program for the Deaf office routines and practices associated with a busy, productive and smoothly run office so it can play its effective part in the education process.

QUALIFICATIONS:

Minimum Education/Certification

High School diploma or equivalent

Special Knowledge/Skills

Must have excellent typing skills including speed and accuracy
Must have proficient skills in word processing, desktop publishing, and spreadsheet use
Must be knowledgeable in grammar and spelling

Physical/Mental Abilities

Able to lift 50 pounds
Must be able to bend, stoop and reach fully above head
Must possess acute and or corrected visual and hearing capabilities
Must possess manual dexterity
Must be above average in energy, health and vitality
Must possess a high level of mental capabilities

Work Conditions

Position will require incumbent:
Work closely with REPD Director
Work with other staff members in the REPD

Minimum Experience

At least one year as an office secretary

APPLICATION PROCEDURE:

1. Current district employees must complete a Data Sheet, which may be obtained from the Personnel Office.
2. All other candidates should submit an online classified application, proof of education, typing/spelling test and possibly an NCLB test. After submitting your online classified application and other required documents, please call the Personnel Office at (806) 326-1478 to express your interest in this specific position. *(All required documents and testing must be completed before the deadline date of the posting.)*

APPLICATION DEADLINE:

FRIDAY, AUGUST 6, 2010

Amarillo Independent School District shall not discriminate on the basis of race, color, religion, age, sex, disability or national origin.

July 28, 2010