



*The Hope of Our Country*

# Elwood Community School Corporation

1306 N. Anderson St.

Elwood, IN 46036

Phone: (765) 552-9861

Fax: (765) 552-8088

Dr. Joe Brown  
Interim Superintendent

Mrs. Linda Jones  
Director of Business

## NOTICE OF POSITION VACANCY

**POSITION:** Secretary  
**SCHOOL:** Elwood Junior Senior High School  
**LENGTH OF CONTRACT:** 215 Days; 40 Hours

**BENEFITS:**

- \*Partial health insurance premium paid
- \*\$50,000 life insurance
- \*LTD and Workman's Compensation coverage
- \*Sick and family illness leave
- \*Bereavement leave, personal leave, and business leave
- \*Access to 125 plans
- \*PERF Retirement

**SALARY:**

- \*Salary commensurate with established salary practices
- \*Additional compensation available through extracurricular assignments

**QUALIFICATIONS:**

- \*Successful work experience in a school corporation or corporate office
- \*Significant experience with Microsoft Office

**DUTIES:**

- \*Operate as the manager of the front office
- \*Meet all visitors to the front office with a welcoming attitude
- \*Other duties assigned by the Principal

**APPLICATION PROCEDURES:**

- \*Email resume to Mrs. Tami Davis, at [tdavis@elwood.k12.in.us](mailto:tdavis@elwood.k12.in.us)