



Adrienne Goldman, Principal
Matt Pait, Assistant Principal
Christine Allred, Director of Counseling
Jill Sammons, Counselor
Levi Carmichael, Athletic Director

~ NOTICE OF VACANCY ~

CHS Administrative Assistant to Assistant Principal & Attendance Clerk

School: Clarksville High School

Period of Time: 2024/2025 School Year / Permanent 10 Month (219 days) position to begin immediately

Minimum Qualifications/Requirement:

- High School Graduate
- Proven proficiency in Microsoft and the Google Suite
- The ability to maintain confidential information and multitask

Purpose: Serves as administrative assistant to the assistant principal and ensures accurate attendance data as attendance clerk.

Essential Duties:

- Excellent communication skills (written and verbal)
- Provide a welcoming and helpful environment as the first point of contact for guests, both in-person and via phone calls
- Ability to maintain a high level of confidentiality with staff and students.
- Ability to work independently
- Ability to multitask
- Maintain accurate records
- Attendance Clerk - Input, maintain, and transmit student attendance data accurately and in a timely manner
- Performs other duties as assigned by administration.

Salary: Level 2 position on the Secretarial/Clerical Salary Schedule

Resumes will be accepted until the position is filled. Applicants must email a letter of interest, resume, application, and transcripts to Adrienne Goldman, CHS Principal, at agoldman@clarksvilleschools.org

Note: Application can be found by clicking [HERE](#).

It is the policy of the Clarksville Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, limited English proficiency, age or handicapping conditions in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and Title VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Date: **July 25, 2024**