



800 Dr. Dot Lewis Drive  
Clarksville, Indiana 47129  
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## **NOTICE OF VACANCY ~ SECRETARY AT RENAISSANCE ACADEMY**

**School:** Clarksville High School

**Period of Time:** Remainder of 2024/2025 School Year

**Hours:** 7:20 AM - 2:50 PM (7.5 hours) - Only work on student days

**Qualifications:** Applicant must have a high school diploma. Business office experience with accurate keyboarding and word processing skills, well developed secretarial skills, and working knowledge of Google Suite applications is required. The ability to maintain confidential information and multitask are non-negotiables.

**Duties:**

1. Provide receptionist, record keeping, secretarial, and clerical assistance at Renaissance Academy.
2. Be the first point of contact when stakeholders call and/or visit the Renaissance Academy building.
3. Attendance Coordinator for On My Way Pre-K (OMWPK) - Input, maintain, and transmit student attendance data.
4. Other duties as assigned by administration.

**Salary:** \$16.50 - \$19.00, varies based on experience

**Interviews:** By Principal and/or Designee

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](mailto: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: **January 23, 2025**