

Charles A. Beard Memorial School Corporation

8139 W US Hwy 40
Knightstown, Indiana 46148

School Board

Wade Beatty, President
Thomas Schaetzle, Vice President
Gerald Leonard, Secretary
John Swartz
Steve Ferrell
Cynthia Neal
Graham Richardson



Jediah Behny
Superintendent

Voice: 765-345-5101
Fax: 765-345-5103

JOB POSTING

Elementary Building Secretary

200 Day Position

July 11, 2017

Reports to: Danielle Carmichael, Principal

Qualifications: Strong ability to work with public and faculty/staff
Confidentiality and flexibility
Strong communication, technical, and organizational skills
Ability to navigate Microsoft Programs
Detail oriented
Must pass a National Criminal Background Check

Physical Requirements: The elementary school is an active office which requires one to be at and also away from their desk many times in the course of a day.

Send letter of interest, resume, application (available online at www.cabeard.k12.in.us), and references by mail, email, or fax to:

Charles A. Beard Memorial School Corporation
Attn: Elizabeth Thomas, HR Specialist
8139 W. US 40
Knightstown, IN 46148
Phone: 765-345-5101 Fax: 765-345-5103
ethomas@cabeard.k12.in.us

Applicants selected for an interview will be contacted.
Applications accepted until position is filled.