



# LAWTON COMMUNITY SCHOOLS

## NOTICE OF VACANCY

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Position: Student Services/Athletic Secretary  
Reports to: High School Principal/Guidance Counselor/Athletic Director  
Classification: Secretary  
Wage: \$12.60 - \$16.58/hour Per LESPA Master Agreement 2019-2021 and pending contract negotiations  
Starting Date: 2021-22 School Year

### **QUALIFICATIONS:**

1. Minimum of an Associate's Degree, Bachelor's preferred
2. Computer/Microsoft Word/Excel, Google Docs/Sheets & Drive experience
3. Evidence of excellent and appropriate communications (verbal & written) and interpersonal skills
4. Capable of maintaining confidentiality
5. Ability to proofread and edit documents for grammatical/spelling errors
6. Ability to learn new computer programs as they relate to athletic scheduling, grading, and transcripts
7. Excellent organizational skills and ability to multi-task

Anyone that is interested in the above position, please send an email to Darcy Munro, Guidance Counselor, Guidance Counselor at [dmunro@lawtoncs.org](mailto:dmunro@lawtoncs.org).

Posted: 5/3/21  
Posting approved by: D Webster 5/3/21