

ANNOUNCEMENT OF VACANCY

BLUFFTON MIDDLE SCHOOL

ISS AIDE / SECRETARY

Effective Date: Start of 2021-2022 School Year

Job Description: Serve in an instructional aide position providing supervision for in-school suspension students and also assist in the main office of the Middle School.

Wage Rate: Wage rates start at \$11.00 per hour and increase annually with experience.

Hours Per Day: Six and one-half (6.5) hours per day

Days: One-hundred eighty (180) days

Reports to: Building Administrators

Interested applicants should apply by completing a Bluffton-Harrison M.S.D. classified application, available online at www.bhmsd.org. Completed application and a letter of interest should be submitted to the appropriate building administrator.

Bluffton-Harrison Elementary School	Bluffton-Harrison Middle School	Bluffton High School
Mrs. Schlaura Linderwell, Principal	Mr. Rick Mettler, Principal	Mr. Steve Baker, Principal
Office: (260) 824-0333	Office: (260) 824-3536	Office: (260) 824-3724
Email: slinderwell@bhmsd.org	Email: rmettler@bhmsd.org	Email: sbaker@bhmsd.org

Applicants will be contacted if an interview is desired.

Equal Employment Opportunity Employer