

P O S T I N G

**SWITZERLAND OF OHIO LOCAL SCHOOL DISTRICT
304 MILL STREET
WOODSFIELD, OHIO 43793**

TO: INTERESTED APPLICANTS
FROM: PHIL ACKERMAN, SUPERINTENDENT
DATE: MAY 16, 2025
RE: VACANCY

BIDS ARE BEING ACCEPTED FOR THE FOLLOWING POSITIONS:

**FOR THE 2025 – 2026 SCHOOL YEAR
ASSISTANT SECRETARY
RIVER ELEMENTARY
7.25 Hours
(PRIOR TONYA COLLINS POSITION)**

**5 DAYS PER WEEK/9 MONTHS PER YEAR – AS PER JOB DESCRIPTION/AS PER SALARY SCHEDULE
MUST BE ON SECRETARY PREQUALIFIED LIST TO APPLY**

DEADLINE: MAY 23, 2025

ALL BIDS SHOULD BE SENT TO CENTRAL OFFICE

**PHIL ACKERMAN, SUPERINTENDENT
SWITZERLAND OF OHIO LOCAL SCHOOL DISTRICT
304 MILL STREET
WOODSFIELD, OHIO 43793
PHONE: (740) 472-5801**

P L E A S E P O S T

**BCI CHECK REQUIRED. THERE IS A FEE FOR THIS CHECK.
AN EQUAL OPPORTUNITY EMPLOYER
EMPLOYMENT OPPORTUNITIES ARE OFFERED WITHOUT REGARD TO RACE, COLOR NATIONAL ORIGIN, SEX, OR
DISABILITY**