



RANDOLPH SOUTHERN ELEMENTARY SCHOOL

3 Rebel Drive
Lynn, IN 47355

(765) 874-1141 Fax # (765) 874-1298



Daniel R. Allen II, Principal
Genevieve Murray, Social Worker
Josh Hallatt, Asst. Principal/Athletic Director

Debbie Vincent, Secretary
Paula Owens, Nurse
Annette Wilson, Tech Cord.

Elementary Secretary and Extra-Curricular Activity Treasurer

Qualifications:

High School Diploma
At least 18 years of age
Valid Driver's License
Pass National Criminal Background Check
Good Health, high moral character, and good attendance record
High degree of proficiency in office procedures, typing, filing, office machines, computer devices, accounting, record keeping, computer programs, and communication skills
Professional tact, diplomacy, and presentation with administrators, staff, teachers, parents and the community
Demonstrates aptitude and competence for assigned responsibilities

Report To:

Building Principal and Superintendent of Schools

Employment Status:

10-month Employee
Category I / 200 days / 7.5 hours per day

Salary, length, and work year established by the Superintendent. Employment will be contingent upon approval by the Superintendent and the School Board. Employment is based upon building assignment and job performance.

Interview Timeline:

Until position is filled

Application Instructions:

Please send a letter of interest, resume, and application to:

Name: Mr. Daniel Allen, Principal
Phone: 765-874-1141
Email: allend@rssc.k12.in.us
Fax: 765-874-2717
Address: 3 Rebel Dr.
Lynn, IN 47355