

MEMO TO: All Interested Applicants  
FROM: Shawn Vondra, Superintendent  
DATE: May 3, 2018  
RE: Open Position

HILLSDALE HIGH SCHOOL

1 Building Secretary

This position is open for eight (8) hours per day. Expected hours of 7:30 a.m - 4:00 p.m. Monday through Friday. Qualifications include a high school diploma and training as a professional secretary. Some college coursework in secretarial skills and/or advanced degree in related areas preferred. Experienced accounting skills preferred. Knowledge of standard office software and student record keeping helpful. Must be proficient in Microsoft Office. The ability to communicate effectively with the public, maintain general office management and work as an office team member is essential. A strong desire to work with students, parents, and the general public is essential.

Anyone interested in this position should send a written letter of application with a resume' to Amy Goldsmith, Interim Hillsdale High School Principal, Hillsdale Community Schools, 30 S. Norwood Ave., Hillsdale, MI 49242 by May 10, 2018 by 3 pm.

PLEASE POST

E.O.E.

HILLSDALE COMMUNITY SCHOOLS  
Office of the Superintendent

MEMO TO: All interested applicants  
FROM: Shawn Vondra, Superintendent  
DATE: May 22, 2018  
RE: Open Position

The Hillsdale Community School District is seeking qualified applicants for the following position for the 2018 – 2019 school year:

HILLSDALE HIGH SCHOOL

**Instructional / General Education Assistant**

**6 hours**

Qualifications include a high school diploma and 60 semester hours of college credit or compliance with federal regulations. Duties will include working with the School Success Workers, under the supervision of the principal, to support the student management plan of the school.

Anyone interested in this position should send written application to Amy Goldsmith, Interim Principal Hillsdale High School, Hillsdale Community Schools, 30 S. Norwood Ave., Hillsdale, MI 49242 by May 30, 2018 3pm.

PLEASE POST

E.O.E.

MEMO TO: All Applicants  
FROM: Shawn Vondra, Superintendent  
DATE: June 5, 2018  
RE: Open Position

DAVIS MIDDLE SCHOOL

1 Building Secretary

This position is open for eight (8) hours per day. Expected hours of 7:30 a.m - 4:00 p.m. Monday through Friday. Qualifications include a high school diploma and training as a professional secretary. Some college coursework in secretarial skills and/or advanced degree in related areas preferred. Experienced accounting skills preferred. Knowledge of standard office software and student record keeping helpful. Must be proficient in Microsoft Office. The ability to communicate effectively with the public, maintain general office management and work as an office team member is essential. A strong desire to work with students, parents, and the general public is essential. Start Date: August 2018

Anyone interested in this position should send a written letter of application with a resume' to Barbara Wheeler, Davis Middle School Principal, Hillsdale Community Schools, 30 S. Norwood Ave., Hillsdale, MI 49242 by June 15, 2018.

PLEASE POST

E.O.E.