

High School Counselor Secretary Position

Macon High School

Macon, MO

Job Description:

Macon County R-1 Schools is taking applications for a secretarial position in the high school counselor's office. Applications will be accepted until the position is filled.

Job Skills Needed:

This position will require all normal secretarial skills plus the following:

- Strong computer Skills
- Strong organizational Skills
- Strong communication Skills
- Ability to positively interact with teachers, staff, parents, and students
- Ability to multi-task
- Ability to maintain student confidentiality

Applicant Information Required:

1. Complete a classified application. Applications are available on the Macon County R-1 website at www.macon.k12.mo.us/employment . Applications may be sent by email or mailed to the address listed below.
2. If you have taken college classes or have a college degree please include a copy of your transcript with your application.
3. Employment will be contingent upon a satisfactory background and fingerprint check by the Missouri State Highway Patrol.

Macon County R-1 Schools is an equal opportunity employer.

Reply to:

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