



## Henry County R-I School District

*Imagine, Inspire, Innovate...Road to Greyhound Greatness*

210 North Street \* Windsor, MO 65360

(660) 647-3533 \* Fax (660) 647-2711

[www.henrycountyr1.k12.mo.us](http://www.henrycountyr1.k12.mo.us)

**Posting Date June 29, 2017**

### **Classified Posting**

### **Superintendent Secretary/Board Secretary**

*Application Deadline-Until Filled*

The Henry County R-1 School District is taking applications for Superintendent Secretary/Board Secretary. The secretary will assist the Superintendent in the daily operations of the central office and serve as the Board of Education Secretary. Requirements: Must have a high school diploma, advanced computer skills, strong interpersonal skills, and advanced training and experience in office management and accounting.

Interested candidates should submit an application packet to the district at 201 North Street, Windsor, MO 65360. A completed application packet includes the following items: 1) A completed district application available on the district website, 2) A current resume and letter of interest in the position, 3) A copy of all college transcripts, and 4) A minimum of three (3) letters of reference. Specific questions regarding the position should be directed to Dr. Kristee Lorenz, Superintendent at (660) 647-3533.

**Internal candidates are asked to write a letter of interest to:**

**Dr. Kristee Lorenz, Superintendent.**

*The Henry County R-I School District is an Equal Opportunity Employer and Educator who fully and actively supports the equal access for all people regardless of race, color, religion, gender, age, national origin, veteran status, disability, genetic information or testing, family and medical leave, sexual orientation and gender identity or expression and prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or practice in the investigation of any complaint, or otherwise oppose discrimination.*

*Any alleged discriminatory treatment should be referred to the superintendent of schools, or her designee, who serves as the district's nondiscrimination compliance officer. If you need an accommodation to participate in the employment application process, please contact the office of the superintendent. Applications are kept on file in active status from November 1<sup>st</sup> through October 31<sup>st</sup>. If you wish to keep your application status active, please notify the Central Office prior to October 31<sup>st</sup>. All inactive applications will be destroyed.*