



# LAWTON COMMUNITY SCHOOLS

## NOTICE OF VACANCY

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Position:	Secretary for LHS/LAAC
Reports to:	Jon Waldron/Tamara Webster
Classification:	Secretary
Hours:	6.4 hours a day during school year only
Wage:	\$15.68 - \$18.24; per LESPA Master Agreement 2024-2027
Starting Date:	August 2024
Benefits:	No benefits

### **LHS RESPONSIBILITIES:**

- Answers and directs phone calls
- Answers doors
- Greets visitors
- Produce weekly attendance letters for the HS Principal

### **LAAC RESPONSIBILITIES:**

- Daily attendance contacts and reports
- Monitor and update PowerSchool contacts
- Support Student Count documentation

Anyone that is interested in the above position, please send letter of interest, and resume to Jon Waldron ([jwaldron@lawtoncs.org](mailto:jwaldron@lawtoncs.org)) and Tamara Webster ([twebster@lawtoncs.org](mailto:twebster@lawtoncs.org))

Posted: 07.22.24