

**HARDEE COUNTY SCHOOL BOARD
EMPLOYMENT VACANCIES
NON-INSTRUCTIONAL**

**Beginning Date: August 27, 2021 Completion Date: Open Until Filled
Job Cannot Be Filled Prior To: September 3, 2021
Posting Expires Upon Hiring or June 30, 2022**

LOCATION: Hilltop Elementary School

POSITION: School Based Secretary (Data Clerk)

REQUIREMENTS: High School Diploma or equivalent required. Computer, telephone and record keeping skills. Secretarial experience required. Bilingual Preferred.

SALARY RANGE: \$16,725 - \$27,779 (The salary range and supplements are pending collective negotiations for the 2021-2022 Salary Schedule)

TERM OF CONTRACT: 11 months (2021-2022 School Year)

BENEFITS INCLUDE: *Social Security
Florida Retirement System
Sick Leave – Per School Board Rules
Health Insurance-Per School Board Rules*

FINGERPRINTS: Required (*Unless Current Employee*) *

CONTACT: *Human Resources
P.O. Box 1678
Wauchula, FL 33873
Phone: 863-773-9058
www.hardee.k12.fl.us*

** Beginning July 1, 1993, all permanent positions with the Hardee County School Board will require fingerprint screening (criminal history) by the Florida Department of Law Enforcement and the Federal Bureau of Investigation.*

All Employees are probationary until fingerprints are cleared F.S. 1012.32 Pre-employment requirement - \$80.25 charge to employee.

*** As of August 26, 1993, pre-employment drug screening is now a requirement for employment with the Hardee County School Board. Appointment will be contingent upon a satisfactory report from the drug screening completed by a third party, medical facility, selected by the Hardee County School Board.*

****See Complete Job Description in the Hardee County School Board Job Description Manual*

**** The Hardee County School District does not discriminate on the basis of race, color, national origin, gender, age disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. If you require any type of accommodation during the application or interview process due to a disability you may contact:

Teresa Hall
Director of Student Academic Services & Federal Programs
[863-767-0662](tel:863-767-0662)

Dr. Michele Polk
Director Human Resources
[863-773-9058](tel:863-773-9058)

If you are deaf or hard of hearing, please call the Hardee County School District by calling the Florida Relay Service at [1-800-955-8771](tel:1-800-955-8771).

MISSION STATEMENT: *We provide all students a high-quality education in a nurturing and creative environment to develop responsible citizens.*