

**MONROEVILLE LOCAL SCHOOLS  
101 WEST STREET  
MONROEVILLE, OH 44847  
419-465-2610**

**JOB VACANCY**

**December 18, 2020**

**Title: HS Guidance Secretary/Library Aide**

**Qualifications:**

- Valid Driver's License**
- Be over 18 years of age**
- High School Diploma or equivalent.**
- Good health, high moral character, good attendance record.**
- High degree of proficiency in office procedures.**
- Professional tact, diplomacy, and presentation.**
- Aide Certificate**

**Contact: Jim Kaczor  
101 West St.  
Monroeville, OH 44847  
419-465-2531**