



BLOOMFIELD SCHOOL DISTRICT

500 West South Street
Post Office Box 266
Bloomfield, Indiana 47424
P: (812) 384-4507
F: (812) 384-0172



September 28, 2018

Notice of Vacancy

Bloomfield School District

Position Title: Executive Secretary
Full-time 260 Day Position
Competitive Benefits Package

Contact Information: Jeff Gibboney, Superintendent
Bloomfield School District
500 West South Street
PO Box 266 Bloomfield, IN 47424
Phone: (812) 384-4507
jgibboney@bsd.k12.in.us

Required Materials: Resume
Letter of Interest
Completed Non-Certified Application Form
Background Check

Professional Skills: Maintain a high degree of confidentiality.
Strong communications skills
Strong computer applications skills
Ability to manage personnel records and state reports

Closing Date: October 12, 2018

Position Start Date: Immediate

Bloomfield School District is an Equal Opportunity Employer

