

**Bloomfield Jr./Sr. High School**  
***Engaging...Educating...Empowering***

501 West Spring Street ♦ Post Office Box 266 ♦ Bloomfield, Indiana 47424 ♦ Phone 812-384-4550 ♦ Fax 812-384-1422

David Dean  
Principal

Stella Royal  
Assistant Principal



Christina Crane  
School Counselor: 7-12

Ron McBride  
Athletic Director

<b>Position Title:</b>	Guidance Secretary/Registrar
<b>Contact Information:</b>	David Dean, Principal Bloomfield Jr/Sr High School 501 West Spring Street PO Box 266 Bloomfield, IN 47424 812-384-4550 ddean@bsd.k12.in.us
<b>Service:</b>	200 days, 29.5 hours/week
<b>Requirements:</b>	High school graduate/equivalent or higher; additional training and education preferred Strong communications skills Strong computer applications skills
<b>Required Materials:</b>	Letter of Interest, Resume, References
<b>Position:</b>	This position will work directly with our School Counselor and assist in many task including registering and or withdrawing students, sending transcripts to colleges, inputting student test scores into the student management system, senior class responsibilities, grade reporting and honor roll. A detailed job description will be provided.
<b>Closing Date:</b>	June 15, 2018
<b>Position Start Date:</b>	July 26, 2018

**Bloomfield School District is an Equal Opportunity Employer**