

## **Bloomfield Jr./Sr. High School**

*Engaging....Educating....Empowering*

David Dean    Ron McBride    Christina Crane  
Principal      Athletic Director    School Counselor 7-12

501 West Spring Street, PO BOX 266, Bloomfield, IN 47424  
Fax 812-384-4550, [www.bsd.k12.in.us](http://www.bsd.k12.in.us)



**Position Title:** Guidance Secretary/Registrar

**Contact Information:** 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

**Service:** 200 days, 29.5 hours/week

**Requirements:** High school graduate/equivalent or higher; additional training and education preferred. Strong communications skills along with strong computer applications skills.

**Required Materials:** Letter of Interest, Resume, References

**Position:** 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.

**Closing Date:** October 19, 2018

**Position Start Date:** October 25, 2018

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