



# Tecumseh Local Schools

9760 West National Road  
New Carlisle, Ohio 45344  
937-845-3576

Paula Crew  
Superintendent

Denise L. Robinson  
Treasurer

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## ANNOUNCEMENT OF 2023 POSITION OPENING

### Summer School Secretary - TMS

**Posting Date**

March 16, 2023

**Application Deadline**

When Filled

**Starting Date**

June 6-July 21, 2023

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**Qualifications:** Valid Driver's License;  
High school graduate or equivalent;  
Complies with drug-free workplace rules, board policies and administrative guidelines/procedures;  
Must pass BCI/FBI Criminal Background Check;  
Demonstrates a sincere desire to aid all students; and  
Good health, high moral character and good attendance.

**Required Application Materials:** Letter of interest;  
\*Current Resume;  
\*District application form;  
\*Signed criminal history check authorization form; and  
\*Signed release of employment information authorization form.

\*-Required for External Applicants Only

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*Each of the above application requirements is important in establishing a complete file on all applicants and only applicants with complete files will be considered for interviews. Internal applicants need only submit letter of interest and current resume.*

**Mail or deliver the requested materials to:** Mrs. Paula Crew, Superintendent  
9760 W National Road, New Carlisle, Ohio 45344  
Phone: (937) 845-3576  
Email: paula.crew@tecumsehlocal.org

*The Tecumseh Local School District is an Equal Opportunity Employer  
**Learning for All ~ Whatever it Takes!***