



**Allen County ESC
Part-Time
Administrative Assistant to Director of Special Education
Job Posting**

The Allen County Educational Service Center is seeking applicants for the position of Administrative Assistant to Director Special Education. This is a part-time position, twenty hours per week.

The following qualifications are noted as having particular importance for the position.

- Specialized training/experience working in special education field
- Previous school secretarial experience preferred
- Strong communication skills
- Well organized and capable of multi-taking
- Extensive computer skills

Officially launch search: 11/20/19

Deadline to apply: Until filled with qualified candidate.

Duties to begin: **ASAP- 2019-20 School Year**

Fringe Benefits: No Benefits (due to part-time status)

All interested parties should submit the following: a letter of interest; updated resume.

Contact: Kim Nellis, Director of Special Education Services
1920 Slabtown Rd.
Lima, OH 45801

Email: kim.nellis@allencountyesc.org

Phone: 419-222-1836 x118

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