MADISON LOCAL SCHOOL DISTRICT

ACCORDING TO THE O.A.P.S.E. NEGOTIATED AGREEMENT THE FOLLOWING POSITION IS POSTED:

Position: Administrative Assistant (10 month)

Location: Madison Intermediate School

Salary Range: $17.1246 - $20.8307

Date of Posting: November 17, 2026

Effective: January 4, 2027

Qualifications: High School diploma or equivalent, demonstrated computer, keyboarding and secretarial skills based on test results, other secretarial duties as assigned. Secretarial experience preferred.

Details: Must have a record free of criminal acts that would prohibit public school employment.

BIDS MUST BE SUBMITTED TO THE ADMINISTRATION BUILDING, IN WRITING BY 4:00 P.M. FRIDAY, NOVEMBER 20, 2026.