



CENTER CONSOLIDATED SCHOOL DISTRICT 26JT

550 S.Sylvester Ave Center Colorado 81125 719.754.3442 Fax 719.754.3952
<http://www.center.k12.co.us> email: ccsd@center.k12.co.us

Vacancy Notice
Administration Office Assistant
2017-2018 School Year

The Board of Education of the Center Consolidated School Joint District Number 26 is now accepting applications for **Administration Office Assistant for the 2017-2018 School Year.**

Qualifications: Post-secondary education preferred, with experience in office management, bilingual, computer use, word processing and bookkeeping, or, such alternative to the above qualifications as the Board of Education may find appropriate and acceptable.

Letters of Application should be submitted to:

Mr. Christopher J. Vance
Superintendent of Schools
Center School District 26JT
550 S. Sylvester Avenue
Center, CO 81125

Application Deadline: Until position is filled.

CENTER CONSOLIDATED SCHOOL JOINT DISTRICT NUMBER 26 is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, age, handicap and marital status in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact Mr. Christopher J. Vance, Superintendent of Schools, Center Consolidated School District 26 JT; 550 South Sylvester Avenue; Center, Colorado 81125; telephone number (719) 754-3442; or, the Office for Civil Rights, U.S. Department of Education, Room 1426, Federal Office Building, 1961 Stout Street, Denver, Colorado 80294-3538, telephone number (303) 844-2991

Posted: April 10, 2017

Please Post-In House