

Kindra L. Hovis  
Principal

Larry Sherfick  
Guidance/Counseling

Debbie Howell  
Admin. Asst./Treasurer



John Kirtland II  
Athletic Director

Myrna Greene  
Psychology/Discipline

Amy Holt  
Guidance/Attendance Admin. Asst.

## EMPLOYMENT OPENING

**Posting Date:** March 23, 2017

**Job Opening:** Jr/Sr High School Guidance/Attendance Secretary

**Qualifications:** Must be able to communicate effectively with students, parents, patrons, and faculty. Have a pleasant, outgoing personality, good phone etiquette, typing, and general secretarial skills. Ability to work with interruptions and deadlines and to maintain confidentiality concerning student information.

**Details:** Ten (10) Months/maximum 28 hours per week

**Description:** Please contact Kindra Hovis for a complete job description.

**Starting date:** To be determined

**Apply To:** Kindra Hovis, Shoals Jr./Sr. High School Principal  
Shoals Community School Corporation  
7900 US Hwy 50  
Shoals, IN 47581  
812.247.2090  
email: [hovisk@shoals.k12.in.us](mailto:hovisk@shoals.k12.in.us)

**Closing Date:** April 7, 2017

7900 US Hwy 50, Shoals, IN 47581

Ph: 812.247.2090 F:812.247.2056  
[shoals.k12.in.us](http://shoals.k12.in.us)