



Ada Exempted Village Schools

Job Posting:

Elementary School Secretary/District Public Relations for the 2025-2026 School Year

The Ada Exempted Village School District is seeking a dynamic and organized individual to serve in a dual role as a **Part-Time Elementary School Secretary** and **Part-Time District Public Relations Coordinator**.

Elementary School Secretary Responsibilities (Part-Time):

- Provide front office support including answering phones, greeting visitors, and managing student attendance records
- Assist with general clerical duties such as filing, data entry, and preparing correspondence
- Support elementary staff with scheduling, supply ordering, and student record maintenance
- Maintain confidentiality and a welcoming environment for students, staff, and families

Public Relations Responsibilities (Part-Time):

- Maintain and update the district-wide calendar of events
- Draft and send district communications including newsletters, announcements, and press releases
- Promote district programs, student achievements, and school events on social media and other platforms
- Collaborate with staff to gather and share positive stories and timely updates with the community

Preferred Qualifications:

- Strong communication, organizational, and interpersonal skills
- Experience with office software and social media platforms
- Ability to multitask and manage time effectively
- Prior experience in a school setting or public relations role is preferred

Interested candidates should submit the following:

- Letter of interest
- Resume
- Classified Application (<https://www.adabulldogs.org/documents/our-district/employment/410549>)

Submit application materials by July 16th to: Carla Cole: colec@adabulldogs.org