

## **Maple Lake Schools Help Wanted**

Position available for high school principal's secretary: 8 hrs/day, 222 days per year.

Candidate must have ability to relate to adults and students, plan short and long range tasks, possess an excellent memory, have good communication skills, have a friendly, pleasant voice and manner, and must be able to multi-task. Candidate should also be meticulous with detail-oriented work and proficient with the programs in Microsoft Office. Experience with database software preferred. Salary range per the 2015-17 Support Staff Master Agreement, to be refigured when 2017-19 Master Agreement is settled, DOQ. Apply by submitting a letter of interest, Secretary Application (available on our website: [www.maplelake.k12.mn.us](http://www.maplelake.k12.mn.us) to download and print), resume, and 3 letters of recommendation to:

**David J. Hansen, High School Principal  
Maple Lake Schools  
200 Highway 55 E  
Maple Lake, MN 55358**

**Application deadline: September 8, 2017.**

EOE