

JOB POSTING

Date Posted: September 22, 2018

Position: ATTENDANCE CLERK/PEIMS

Salary: Salary Based On Experience,

Requirements: This job requires basic computer skills, record keeping, some knowledge of school business activity and operating procedures. It requires good communication skills and conflict resolution skills. Must be willing to maintain training in school record keeping procedures and work with a team environment.

Benefits: The District pays \$339.55 on employees insurance and also pays for a \$20,000.00 Life Insurance.

How to apply: Contact: Jana Lowe, Superintendent
P.O. Box 68
Leggett, Texas 77350
Phone: 936-398-2804
Cell: 936-328-0062
Email: jlowe@leggettisd.net