



Carlisle Local School District

230 Jamaica Rd.

Carlisle, Ohio 45005

(O) 937-746-0710 (F) 937-746-0438

NOTIFICATION OF STAFF VACANCY FOR THE 2026-2027 SCHOOL YEAR

DATE:	05/28/2026
POSITION:	Attendance Secretary Junior/Senior High School
JOB FUNCTION:	Manage daily student attendance records, verifies absences, and communicates with parents and staff to ensure accurate reporting and compliance with district policies. Key duties include answering phones, recording tardiness/absences, processing early dismissals, monitoring chronic absenteeism, and preparing attendance reports. This job may also include other clerical work as assigned by the Junior and Senior High School Administration.
SALARY AND BENEFITS:	Per negotiated agreement
DATE POSTED:	05/28/2026
START DATE:	08/03/2026
APPLICATION PROCESS:	Send letter/email of interest and resume to: Andrew Huber High School Principal 250 Jamaica Rd Carlisle, Oh 45005 937-746-4481 ext 400 andrew.huber@carlisleindians.org
DEADLINE:	Until filled

External applicants must have an application on file through the Dayton Area Job Consortium to be considered for any opening.

Carlisle Local is an Equal Opportunity Employer. Carlisle ensures equal employment opportunities regardless of race, creed color, national origin, religion, age, sexual orientation or disability.