



Carlisle Local School District

230 Jamaica Rd.

Carlisle, Ohio 45005

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

NOTIFICATION OF STAFF VACANCY FOR THE 2025-2026 SCHOOL YEAR

DATE: 03/02/2026

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.

SALARY AND BENEFITS: Per negotiated agreement

DATE POSTED: 03/02/2026

START DATE: A.S.A.P.
The position will be filled as a Long Term Substitute for the remainder of the 2025-2026 school year

APPLICATION PROCESS: Immediately 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.