
Mr. Richard A. Peters
Superintendent
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Mrs. Jenell M. Buenger
Treasurer/CFO
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Board of Education:
Mr. Neal Carter, Mr. Todd Spangler,
Mr. John Weaver, Mrs. Andrea
Zacharias, Mr. Ryan Zeiter

100 Tiger Trail, Liberty Center, Ohio 43532 | Phone: 419.533.5011 | Fax: 419.533.5036

VACANCY NOTICE

Position: Elementary Secretary
8 Hours per Day - 7:30 a.m. to 4:00 p.m.
210 Days per Year

Deadline for Applications: Submit letter of interest, application, resume, and references by Friday, April 18, 2025 to Ms. Allison Postl, Elementary Principal at apostl@libertycenterschools.org.

Minimum Qualifications: Ability to organize, manage, and perform all administrative support functions necessary to maintain the daily operations of the Liberty Center Elementary School.

A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation

Effective Starting Date: August 1, 2025

Salary: As per the OAPSE Salary Schedule

Posted: March 27, 2025