

Department of Education Grainger County

P.O. Box 38
7850 Rutledge Pike
Rutledge, Tennessee 37861
Phone 865-828-3611 Fax 865-828-4357
Mark Briscoe, Director

April 29, 2024

POSITION AVAILABLE

School Secretary
Rutledge Middle School

The Grainger County Board of Education will be accepting applications for the position listed above.

Interested applicants may pick up an application at the Central Office weekdays, 8:00 a.m. to 4:00 p.m. Applications are available on website – www.grainger.k12.tn.us

*CURRENT EMPLOYEE -SUBMIT RESUME ONLY

Applications and/or resumes must be returned no later than Tuesday, May 7, 2024, at 4:00 p.m.

Please submit application and resume to the Central Office located at 7850 Rutledge Pike in Rutledge, Tennessee, or email bshofner@gcs123.net.

Applications and resumes will be reviewed by the Grainger County Board of Education Director of Schools.

For further information, please contact Mark Briscoe, Director of Schools, at (865) 828-3611.

The Grainger County Board of Education does not discriminate on the basis of age, gender, race, color, creed, religion, national origin, marital status, or disability in the operation of its educational programs and activities including employment practices. T.B.I. background checks are required/Deficient background checks will terminate employment.