

ADMIN/GUIDANCE SECRETARY

The Stanton Community Schools is currently seeking applications for an Admin/Guidance Secretary. This person will perform secretarial and registrar duties, along with managing district data that is reported to the state. The salary for this nine month/year position is \$15.64-\$22.25/hour depending upon degree and experience. We also provide a \$44.38/day or insurance stipend which can be applied towards the district's insurance package or taken in cash. Hours for this position are approximately from 7:30 a.m. to 4:00 p.m. The starting date for this position is August 1, 2025. The Stanton Community Schools is an equal employment opportunity/affirmative action employer. This position is subject to veteran's preference. Interested parties should send a letter of application to: Darren Soucie, Superintendent, Stanton Community Schools, P.O. Box 749, Stanton, NE 68779.