

## VACANCY ANNOUNCEMENT

**POSITION:** Receptionist  
**LOCATION:** Stewart County High School  
**TIMELINE:** Opens: June 22, 2022  
Closes: July 1, 2022

### Minimum Qualifications:

1. High school diploma or GED required
2. Strong written and verbal presentation along with interpersonal skills
3. Meets health and physical requirements
4. Good communication skills
5. Complete a criminal background check prior to employment

**Salary:** Will be determined based on education and experience.

### Apply by Submitting:

1. An application along with a letter of interest
2. A resume
3. Any additional material you feel will enhance your candidacy

### Send To:

**Stewart County High School**  
**Tammy Gray, Principal**  
**PO Box 422**  
**Dover, TN 37058**  
**Email: [tammygray@stewartcountyschools.org](mailto:tammygray@stewartcountyschools.org)**

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