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## MEMORANDUM

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DATE: December 7, 2021

TO: All Staff

FROM: Jonathan Davis, Superintendent

SUBJECT: **NOTICE OF POSITION OPENING**

At the present time, the following *casual part-time* position is available for the 2021-2022 school year:

**Personal Development Instructor (Casual Part-time)**

Programming: Adult Education

Locations: Main Campus, 895 Crouse Chapel Rd., Chillicothe

Effective Date: Immediately

Resume Due: Noon, Monday, December 27, 2021

Contact: Debbie Wipert, Game Plan Coordinator  
please email [deborah.wipert@pickawayross.com](mailto:deborah.wipert@pickawayross.com)

Position will involve working with high school students. Duties will include mentoring, academic tutoring, coaching, and career exploration experiences. Experience in teaching, education, and/or social services preferred. Must be proficient with Microsoft Office.

The identified supervisor will be able to answer questions pertaining to requirements and/or desired qualifications.

Should you have an interest in this position, please provide me with written notice, no later than the date indicated above.

Thank you.