



Nazareth Independent School District

101 South 1st Street • PO Box 189
Nazareth, Texas 79063

Phone: 806-945-2231 • FAX: 806-945-2431

Date: March 27, 2023

ADMINISTRATION

Kara Sue Garlitz, EdD Superintendent (806) 945-2231	ISD/School: Job Title: Level: Position Commitment: Qualifications: Experience:	Nazareth School Secretary/PEIMS & Attendance Clerk All (PK-12) School Secretary/PEIMS & Attendance Clerk Full Time (202 Days) High School Diploma or GED or higher Secretary experience (1-3 years preferred), in public education environment if possible
Robert O'Connor Principal (806) 945-2231	Salary Range:	\$13.62-\$20/hr (depending on experience)
Joli Johnson Assistant Principal (806) 945-2231	Contact:	Dr. Kara Sue Garlitz, Superintendent kara.garlitz@nazarethisd.net
Nikki Wethington Counselor (806) 945-2231	Applications: Phone:	www.nazarethisd.net (806) 945-2231 business (806) 945-2431 fax

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School Secretary: Works under the supervision of the principals. Responsible for ordering general supplies, overall daily functions of the school, campus gatekeeper and receptionist, scheduling substitutes, registration, reports, election clerk, etc.

PEIMS & Attendance Clerk: Responsible for entering PEIMS data, preparing and submitting reports, and maintaining accurate daily attendance records and documentation to satisfy TEA requirements. Works under the supervision of the superintendent.

Must be able to work well with students and able to communicate effectively with students, parents, school personnel, and the general public. Strong computer, organizational, public relations and interpersonal skills are necessary part of the job. The job will begin in July 2023 to train and prepare for the new school year. The position is open until filled.