

CLASSIFIED
EMPLOYMENT OPPORTUNITY

ONTARIO HIGH SCHOOL

2024-2025

ATHLETIC & ACTIVITIES SECRETARY II

Previous clerical experience preferred but not required. Bilingual in Spanish preferred but not required. Performs a variety of secretarial and clerical functions for the department. Assist in coordination of the District Athletic schedules, directories and information regarding the District's Athletic programs. Serve as the department receptionist and liaison with other departments.

8.5 hr./ day (196 day position)

Salary: \$16.25 – \$20.22

Ontario School District participates in the drug-free workplace for all employees. New employees are required to take a drug test and submit to fingerprinting and a criminal record check.

APPLICATION

Classified applications may be obtained from the Personnel Office, or email Blanca Brandon at bbrandon@ontario.k12.or.us. Application is also available on our website at www.ontario.k12.or.us under District/Employment/Applications.

TIMELINE

Position open until filled.

ANNOUNCEMENT

2450

POSTING DATE

September 26, 2024

Ontario School District
195 SW Third Avenue
Ontario OR 97914
Phone 541.889.5374 FAX 541.889.8553
Website: www.ontario.k12.or.us

Ontario School District is an equal-opportunity educator and employer.

Veteran's preference applies with certification of eligibility required.

Title VI & IX Coordinator- Eric Norton email: enorton@ontario.k12.or.us