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Darren Q. Sylvia
Superintendent

In-House & Outside Interest Classified Job Announcement

January 16, 2018

School Secretary For NEW Hillside Elementary School 2018-2019 School Year

Job Definition: Under supervision of the site principal performs such tasks as receptionist, data entry and customer service. Type correspondence, reports and memos for site administrators. Maintain records for student attendance as well as teacher attendance. Assist staff with purchase requisitions and monitor receipt of all packages. Assists teachers, parents and students, including student supervision as needed or other duties as assigned. If you are innovative, collaborative, and driven to succeed, please consider joining Hillside Elementary School's inaugural staff.

Start Date: **TBD** - Five (5) days per week, Monday through Friday, 8 hours per day, 7:45 a.m. – 3:45 p.m., 11 Month Position

Qualifications: Completion of 12th grade or equivalent is desirable. Two years of varied office/clerical experience. Knowledge of modern office practices; basic record keeping; proper grammar, punctuation and use of English language; computer experience a must as well as effective time management and organizational skill. Successful candidate must pass pre-employment physical, clear fingerprint scan and submit proof of negative TB.

Salary Range: Per Classified Salary Schedule w/full benefits

All interested please submit application on www.edjoin.org

Deadline: Opened until filled

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