



EL TEJON UNIFIED SCHOOL DISTRICT

Rodney Wallace
District Superintendent

CLASSIFIED JOB OPENING

- POSITION:** School Secretary
10 ½ months, 3 ¾ hours per day
Bilingual preferred
- LOCATION:** Frazier Park School
- SALARY RANGE:** #12 \$13.82 to \$16.99 per hour
- SELECTION PROCESS:** Applicants will be required to pass a typing test (45 WPM corrected) as well as a 10-key calculator test. Qualifications and suitability for the position will be assessed in an oral interview.
- APPLICATION PROCEDURE:** Submit a letter of interest and application to Rodney Wallace at the District Office by Friday, April 22, 2017.