



290 First Street
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www.gervais.k12.or.us

Within our growing, diverse community, we sow the seeds of opportunities to raise prepared, resilient students.

Qualified Applicants should be fully vaccinated.

Vacancy Announcement Please Post November 21, 2022

POSITION:

- Secretary/Daycare Worker Temporary

TERMS OF EMPLOYMENT/SALARY:

- 0.75 FTE Secretary/Daycare Worker; conditions and benefits as set in job description and master agreement
- \$15.37-\$20.30 (DOE)

STARTING DATE:

- December 2022

MINIMUM QUALIFICATIONS:

- See job descriptions

PREFERRED:

- Course work and advanced classes in computer use and the use of MS Office (Word, Excel, Outlook) or equivalent programs.
- Proven ability to work successfully in difficult situations.
- Experience with computerized student records systems (i.e., Powerschool)
- Bilingual (English/Spanish) preferred but not required

PERFORMANCE RESPONSIBILITIES:

- This position works to support the Student Services/Federal Programs Director
- See Job Description in Application packet

HOW TO APPLY:

- Visit the Gervais website at gervais.k12.or.us. Click on "Employment" at the bottom of the page under "Quick Links", select the "TalentEd District Employment Application" tab, or use the hyperlink below.
- Submit your Powered by [TalentEd](#) electronic application with the following additional documents.
 - A letter of interest addressing your strengths relative to the position.
 - A current professional resume.
 - 3 current letters of reference.
 - Proof of Covid Vaccination

*If a current application, resume, and placement file are already with the district office, please submit a letter/email of interest for this vacancy to reactivate the file to phillip_joy-koer@gervais.k12.or.us

All items listed must be received by December 05, 2022, to be considered for this position.

HIRING TIMELINES:

Advertise Openings:	11/21/2022	Interviews:	12/07/2022
Applications Due:	12/05/2022 by 4:00 pm or until filled	Board Approval:	12/15/2022 conditional
Applications Screens:	12/06/2022	Position to be offered:	12/12/2022

This institution is an equal opportunity provider. Esta institución ofrece igualdad de oportunidades