

Blake School District

"A Community Working Together for the Children and Their Future"

April 15, 2021

Job Opening at Blake School

Position: Administrative Secretary

Description of duties: To be an Administrative Secretary as needed by the principal and to be available Mondays-Fridays at Blake School – Part time – 12 month position. See attached Job Description.

Salary: Depending on Experience

The successful candidate will have the ability to appropriately perform all duties and responsibilities of the position. Prior to being hired, it is required that the candidate pass a live scan, drug test, and TB test.

Applications may be picked up at the Blake School District during school hours from 8am – 3pm.

The interested candidates should apply promptly and return their completed applications to Timari Duty.

Applications will be taken until the position is filled.

Applicants will be contacted for interviews to be held in May.

GOVERNING BOARD OF EDUCATION

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