



# GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820  
Phone: (541) 575-1280 • Fax: (541) 575-3614

## FULL TIME POSITION OPENING DISTRICT OFFICE CONFIDENTIAL ADMINISTRATIVE SECRETARY & COMMUNICATIONS SPECIALIST GRANT SCHOOL DISTRICT #3

GRANT SCHOOL DISTRICT NO. 3, CAYNON CITY, OREGON, IS SEEKING APPLICANTS FOR ADMINISTRATIVE SECRETARY & COMMUNICATIONS SPECIALIST FOR THE DISTRICT OFFICE

### QUALIFICATIONS:

- Associates degree preferred
- Strong secretarial and organizational skills
- Strong communication skills to bridge the connection between parents, community and the schools
- Ability to navigate, operate, edit social media and websites
- Ability to prepare plans and implement strategies to support the district communication priority
- Ability to find and implement resources that build pathways for parents, students and the community to engage in the school.
- Have a working knowledge of family school engagement
- Ability to host meetings for the community and parents regularly
- Holds a current First Aid/CPR card or willing to obtain by hire date
- Provide proof of exemption or compliance with OAR 333-019-1030 requirements for Oregon public schools' staff.

### A COMPLETED APPLICATION FILE WILL INCLUDE:

- COMPLETED DISTRICT CLASSIFIED APPLICATION FORM
- COVER LETTER AND RESUME ADDRESSING THE JOB DESCRIPTION
- OTHER SUPPORTIVE INFORMATION FOR CANDIDACY

### SEND APPLICATION MATERIALS TO:

Rachelle Simmons – Human Resources  
401 N Canyon City Blvd.  
Canyon City, OR 97820b  
[simmonsr@grantesd.k12.or.us](mailto:simmonsr@grantesd.k12.or.us)

Applications can be obtained and returned to Grant School District #3 office or the John Day Employment office. Applications are also available on-line at: <https://grantsd3.schoolinsites.com/humanresources>

### DEADLINE FOR APPLICATIONS: OPEN UNTIL FILLED

### COMPENSATION:

- **2022-23 Salary Range \$19.56-\$22.68 depending on experience**
- **Full Time 40 hours per week, year round**
- **Benefit Package**

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact ADA Compliance Officer at 541-575-0423 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Telecommunication Relay Service at 1-800-735-2900. We encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We hire and promote without regard to race, color, gender, national origin, religion, or age, unrelated to job performance. Per District Policy GBED all new hires must pass a drug test prior to hire. Fingerprinting and criminal record checks are required by the Oregon Department of Education. (ORS 584-36-062)