



DAYTON SCHOOL DISTRICT

COMMUNITY. INTEGRITY. HOPE.

780 Ferry Street, Dayton OR 97114

Employment Posting
Junior High / High School Secretary
Grades: 6–12
Dayton Junior High & High School
2024–2025 School Year

The Dayton School District is seeking a Secretary for Dayton Junior High and High School. This position is full-time, 8 hours per day. Bilingual English/Spanish preferred. Must possess strong communication, computer, organizational, and public relations skills. Experience in recordkeeping, student databases, and general office duties is preferred.

The Dayton Classified Collective Bargaining Agreement outlines an annual eleven-step classified salary schedule range from **\$18.30 - \$27.08 per hour**. Please refer to the salary schedule on the District website. Experience credit shall be given for new employees who have had previous work experience in the same job and classification.

Benefits include: Medical, Dental, and Vision coverage. The District contributes 6% toward PERS (Public Employees Retirement System). A criminal history check, fingerprinting, and completion of required online trainings are required upon hire.

Application Procedure:

Online Application Required: <https://www.daytonk12.org/our-district/employment-opportunities>

Materials Required:

- Letter of Interest
- Resume
- Three Letters of Recommendation
- Completed Online Application
- Completion of Online Trainings

Applicants who best meet the requirements of the position will be invited for an interview.

Contact Information:

Molly Arce, District Communication
503.864.2215 ext. 302
molly.arce@dayton.k12.or.us

Position is open until filled.
Dayton School District is an Equal Opportunity Employer.

Posted: 04.18.2025

Job #: 242557