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**ESCALANTE ELEMENTARY SCHOOL SECRETARY**

**POSITION AVAILABLE:** Garfield County School District is now accepting applications for a full-time secretary at Escalante Elementary School. This position includes benefits (retirement and health/life insurance).

**SALARY:** Beginning Elementary Secretary hourly rate according to

2018-2019 Garfield County School District

Classified Salary Schedule ($14.32 hourly).

**QUALIFICATIONS:** Applicants must have at least a High School

Diploma, experience and/or degree is preferred, but not required. Preference will be given to individuals with secretarial and computer experience. Applicant must be fingerprinted and satisfactorily pass an employmentbackground check. Applicant will be given a short skills test. Applicant must work well with children.

**APPLICATION:** Interested individuals should submit a Garfield

County School District classified application, resume, three current letters of recommendation, and a transcript.

Please direct questions to Principal Shawn Bybee at shawn.bybee@garfk12.org or (435-826-4205, 435-826-4247), and application packets to:

**Garfield County School District**

P.O. Box 398

145 East Center Street

Panguitch, Utah 84759

(435) 676-8821

Online application available www.garfk12.org

Applications will be screened and the most

qualified candidates will be granted interviews.

**DEADLINE:** Closing date is Monday, July 30, 2018 at 5:00 pm.

**Garfield County School District is an equal opportunity employer.**

**Garfield County School District reserves the right to accept or reject any or all applications.**