

# ECHO SCHOOL DISTRICT

**EFFORT. COMMITMENT. HONOR. OWNERSHIP.**

Raymon Smith, Superintendent  
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Keith Holman, Principal  
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## District Secretary ECHO JR/SR HIGH SCHOOL

ECHO SCHOOL DISTRICT NO. 5, ECHO, OREGON, IS SEEKING APPLICANTS FOR THE POSITION OF **District Secretary** AT ECHO JR/SR HIGH SCHOOL.

### QUALIFICATIONS:

- Experience in a sectorial position.
- Strong skill set in dealing with students & the public
- Proficient skills in written communication and knowledge of technology

### A COMPLETED APPLICATION FILE WILL INCLUDE:

1. Letter of Interest
2. Resume
3. (3) Letters of Recommendation
4. Completed District Application  
<https://www.echo.k12.or.us/browse/143697>

### Send application materials to:

**Raymon J Smith,  
Superintendent  
Echo School District  
600 Gerone St.  
Echo, OR 97826  
Email: [rsmith@echosd5.org](mailto:rsmith@echosd5.org)**

### APPLICATION DEADLINE: Open until filled

**COMPENSATION: Pay is based in a 176-day contract (4 days a week summers off).  
Contract would be negotiated with successful candidate. Medical benefits are an option.**

upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact ADA Compliance Officer 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)

Posted 4/15/2022