

Heber Overgaard Unified School District #6

April 02, 2026

Position Deadline: **Open Until Filled**

Heber/Overgaard U.S.D. #6
PO Box 547
3375 Buckskin Canyon Rd
Heber, AZ 85928
Phone (928)535-4622 / Fax (928)535-5146
Email: hr@h-oschools.org

GENERAL POSTING

Notice

Heber-Overgaard Unified School District #6 has a 10-month **School Secretary** position available. Position will be 9 hours/day, Monday through Thursday. This position is a benefited position and will start upon board approval. Please see Job Description attached for skills preferred. A Fingerprint IVP card is required to start along with CPR Cert * Please submit resume and application.
H/O USD #6 is an equal opportunity employer.

*If you are a current employee for the Heber-Overgaard Unified School District No. 6, you need to send us a letter of intent and a resume. For those not currently employed by the District you must fill out an application and send a resume. Application procedures can be downloaded from our website at www.heberovergaardschools.org/employment. Please contact Katrina Parrish (ext. 5001) for any further details on the posting above.

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Heber-Overgaard Unified School District are hereby notified that this district does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the district's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact the following individual who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination: Ron Tenney, 928-535-4622 x 5000.

JOB DESCRIPTION

CLASSIFICATION Classified SCHOOL SECRETARY

PAY SCALE POSITION Col 2 DATE APPROVED April 1, 2026

GENERAL INFORMATION:

Work Classification: 10 Month
 11 Month
 12 Month

Work Week: Starts 12:00 AM Thursday through Wednesday 11:59 PM

Work Days: Monday through Thursday or as assigned by supervisor

Work Hours: As assigned by supervisor
 9-Hours per day
 7-Hours per day
 Other _____

Work Status: Exempt Non Exempt

Blood Borne Pathogen Risk: Not at Risk
 At Risk - Job assignments may require you to be to Hepatitis B Virus. The district will provide Hepatitis B Virus immunization. A series of three (3) shots.

Fingerprints IVP Card: As required by ARS 15-512 and District Policies.

Hazardous Waste Exposure: Yes No Required to take and pass Hazardous Materials Examination.

Weight Lifting Requirements: Not required
 Up to 25 LB
 Up to 50 LB
 Up to 75 LB
 Up to 100 LB

Driver License Requirements: None required
 Class 2 License
 CDL License

Drug Free Campus: The use of illegal drugs is prohibited.

Use of tobacco and other substances: Prohibited according to policy.

Probationary Period: (60 calendar days - see District Policy)

Benefits: Employee Leave Days
 Vacation Days
 Employee Insurance (Provided by District per policy.)
 Paid Holidays per district Calendar

Over Time or Compensation Time: Must be approved by immediate supervisor prior to working over 40 hours per week. (Refer to Policy)

POSITION DESCRIPTION

POSITION SUMMARY

This position provides administrative and front office support for the school. Responsibilities include managing daily office operations, assisting students, staff, and visitors, and maintaining accurate records. The role requires strong communication skills, attention to detail, and the ability to handle confidential information.

The successful candidate will help create a welcoming environment, work collaboratively with staff, and provide a high level of service to students, parents, and the school community. First Aid/CPR certification is required (or willingness to obtain it) to assist in emergencies when the school nurse is unavailable.

KEY RESPONSIBILITIES

- Greet visitors, students, and staff; provide assistance and direct inquiries appropriately
- Manage phone calls, correspondence, and daily mail distribution
- Maintain student records, including attendance, registration, enrollment, and withdrawals
- Support substitute and teacher check-in/check-out procedures and maintain schedules
- Prepare reports, letters, calendars, and other school communications
- Manage office organization, filing systems, and inventory of supplies
- Process financial tasks such as collecting funds, maintaining records, reconciling accounts, and preparing deposits
- Order supplies and manage purchase orders and invoices
- Assist with student supervision and support student needs, including coordinating assignments for absent students
- Compile and verify data for reports and administrative use
- Maintain confidentiality of all student, staff, and school records
- Participate in staff meetings, committees, and school activities
- Perform other related duties as assigned

QUALIFICATIONS & SKILLS

- Previous secretarial or administrative experience required
- Proficiency in Microsoft Word, Excel, and Google Workspace (Docs, Sheets)
- Typing speed of at least 55 words per minute
- Strong organizational, communication, and interpersonal skills
- Ability to multitask and manage frequent interruptions
- Ability to exercise sound judgment and maintain professionalism
- Capable of handling confidential information with discretion
- Willingness to work collaboratively as part of a team

ADDITIONAL REQUIREMENTS

- Ability to operate standard office equipment and perform basic troubleshooting
- May be required to supervise clerical support staff
- Arizona driver's license may be required for job-related duties
- Must be bondable if required

REPORTING STRUCTURE

This position reports directly to the school principal.