

Heber Overgaard Unified School District #6

February 26, 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 benefited, Monday through Thursday and position will start upon board approval. *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.