

TAMALPAIS UNION HIGH SCHOOL DISTRICT

HUMAN RESOURCES

P.O. Box 605, Larkspur CA 94977

(415) 945-1030

www.tamdistrict.org

NOTICE OF EMPLOYMENT OPPORTUNITY **CLASSIFIED PROBATIONARY OPENING**

POSITION: NEW - ADMINISTRATIVE SECRETARY – (Part-Time)
EDUCATIONAL SERVICES

LOCATION: DISTRICT OFFICE – Larkspur, California

**SALARY/
TERMS:** Range 23.5 (Steps 1-9, \$31.14 - \$46.02/hour)
Monday through Friday, Hours TBD
.6 FTE – Part-Time Hours
10 months a year

NOTE: Normally the starting rate of pay is first step of salary range,
with possible exception as per bargaining unit agreement.
TUHSD paid Benefits Package for Health, Dental and Vision.

START DATE: Monday AUGUST 16, 2021

**QUALIFICATIONS/
DUTIES:** See attached Job Description

**APPLICATION
PROCEDURE:** Apply at www.EdJoin.org

DEADLINE DATE: OPEN UNTIL FILLED

Posting Date: June 25, 2021

In compliance with the Immigration Control and Reform Act of 1986, the Tamalpais Union High School District requires all new employees to produce documents to verify his/her identity and right to work in the United States. Such documents may include, among others, U.S. Passport, Birth Certificate, valid Driver's License and Social Security card.

The Tamalpais Union High School District does not discriminate on the basis of race, color, national origin, sex, handicap or age in any of its policies, procedures or practices, in compliance with Title VI of the Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975.