

# SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX: (707) 878-2554



## POSITION VACANCY TOMALES HIGH SCHOOL

- POSITION:** Administrative Secretary  
212 days per year, August – June  
6 hours per day
- SALARY RANGE:** \$19.19 - \$27.31/hour depending on experience  
Excellent benefits package
- JOB SUMMARY:** Duties include reception with heavy phones, attendance tracking, computer work, maintain student records, correspondence, cashier, assist staff, students, and public, and special projects.
- QUALIFICATIONS:** High school secretary experience preferred. High school diploma or recognized equivalent. Familiar with Quickbooks, Aeries or other student information system, and high school athletics/activities. Superior skill in operation of computers and office equipment. Must be a team player, able to multi-task, and maintain positive professional office communication. Current CPR and First Aid certificates required within six months.
- LOCATION:** Tomales High School (9-12) is located in the town of Tomales, California, situated approximately 15 miles west of Petaluma, and about a 30-35 minute drive from Santa Rosa.
- APPLICATION:** Employees of Shoreline Unified who wish to apply to this position should submit a letter of interest with your qualifications to the District Office. Must be received by February 16, 2010, at 3:00 p.m.
- Applicants should submit an application, resume, and cover letter to:  
Shoreline Unified School District at **shorelineusd@gmail.com**  
or mail to: P. O. Box 198, Tomales, CA 94971  
Must be received by February 19, 2010, 3:00 p.m.
- For application refer to website: <http://shoreline.marin.k12.ca.us>
- Anticipated interview week: February 22, 2010.  
Open until filled.

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TOMALES ELEMENTARY (707) 878-2214 FAX: 878-2467	BODEGA BAY ELEMENTARY (707) 875-2724 FAX: 875-2182	TOMALES HIGH SCHOOL SHORELINE HIGH SCHOOL INDEPENDENT STUDY SCHOOL (707) 878-2286 FAX: 878-2787	WEST MARIN ELEMENTARY (415) 663-1014 FAX: 663-8558	INVERNESS PRIMARY (415) 669-1018 FAX: 669-1581
				TRANSPORTATION (707) 878-2221