

Administrative Secretary II - Equity, Diversity and Inclusion

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The mission of Washington Unified School District, **THE GATEWAY TO EXTRAORDINARY POSSIBILITIES**, is to challenge and support each student to develop effective critical thinking, problem solving, and communication skills as a life-long learner acting in an ethical manner to serve a broader community through a community of learners.

Administrative Secretary II - Equity, Diversity and Inclusion

Category: *Classified*

Employer:	Washington Unified School District - W.Sac	Date Posted:	12/16/2022
Work Year:	12 months / year: 261 days / year, 8 hours / day,	Application Deadline:	1/13/2023 4:00:00 PM
Employment Type:	Full Time	Contact:	Sara Sargent 9163757600 ssargent@wusd.k12.ca.gov
Salary:	Range 38: DOE	Number Openings: (At time of posting)	1
		Job Description / Essential Elements:	Click Here to View
		Additional Information:	<ul style="list-style-type: none"> •Requirements for Applying •Links Related to this Job •Comments and Other Info

Requirements for Applying	Links Related to this Job
<p><u>MATERIALS</u></p> <p>Required Documents: Cover Letter, Resume, typing certificate, 3 current letters of recommendation</p> <p>Minimum Skills Required: 4 years of secretarial experience, Proficient in Excel and Word, must type a minimum of 50 wpm. See attached job description for additional information.</p> <p>Documents</p> <p>All of the following documents are required for this position:</p> <ul style="list-style-type: none"> • Letter(s) of Recommendation • Resume • Typing Certificate 	<ul style="list-style-type: none"> • Washington Unified Website • Washington USD Salary Schedule

Important Comments

We are an equal opportunity employer and are committed to broadening the diversity of our workplace. All applications and resumes are welcome. The Washington Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For concerns, immediately contact Kamaljit Pannu, Assistant Superintendent of Human Resources (Compliance Officer for Title IX and CC 375-7604 ext. 1046. A copy of the Washington Unified School District's uniform complaint policy and non-discrimination policy are available upon request.

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