Notice of Classified Vacancy

Title IX Coordinator:
Tony DeVille, Deputy Superintendent
(530) 622-5081 ext. 7251 / tdeville@eduhsd.net

Title II/504 Coordinator:
Pam Bartlett, Sr. Director of Student Success
(530) 622-5081 ext. 7253

The El Dorado Union High School District is seeking qualified applicants for the following position.

FILING DEADLINE
November 9, 2026
4:30 p.m.

EL DORADO UNION HIGH SCHOOL DISTRICT
4675 Missouri Flat Road
Placerville, CA 95667

Human Resources
530.622-5081
or
916.933-5165
ext. 7228

Fax 530.622-5982

Link to EDUHSD Employment page

THE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER AND PROHIBITS UNLAWFUL DISCRIMINATION AND/OR HARASSMENT OF DISTRICT EMPLOYEES OR JOB APPLICANTS ON THE BASIS OF THE INDIVIDUAL'S ACTUAL OR PERCEIVED RACE, COLOR, ANCESTRY, NATIONAL ORIGIN, AGE, RELIGIOUS CREED, MARITAL STATUS, PREGNANCY, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, GENETIC INFORMATION, MILITARY AND VETERAN STATUS, SEX, SEXUAL ORIENTATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, OR ASSOCIATION WITH A PERSON OR GROUP WITH ONE OR MORE OF THESE ACTUAL OR PERCEIVED CHARACTERISTICS.

SECRETARY II
(Assistant Principal's Office)

JOB #26-52

Months: 10 mo/yr, Schedule B
Hours: 40 hrs/wk
Salary: $24.19 - $33.16/hr*
Anticipated Site: El Dorado High School

The successful candidate will possess the skills, knowledge and abilities to:

- Perform clerical work of above-average difficulty in the delivery of a variety of specialized student services and programs, including attendance
- Deal effectively with varying situations requiring utmost confidentiality of student records, diplomacy, friendliness, poise and firmness
- Carry out varied office functions in an environment of interruption and constantly changing demands
- Demonstrate proficiency in Microsoft Office Suite
- Establish and maintain effective relationships with those contacted in the course of work

** Starting pay range, see full salary schedule at www.eduhsd.net*

Annual District Health Benefit Cap $11,186.65 pro-rated based on contracted hours

Interested applicants may apply online at www.edjoin.org/EDUHSD

DISTRICT OVERVIEW

The El Dorado Union High School District is located in the Sierra Nevada foothills between Sacramento and South Lake Tahoe.

The District's boundaries encompass 1,250 square miles, including a large portion of El Dorado County's historic Gold Rush region. The area includes about 40 communities along the Highway 50 corridor, including the towns of Placerville, El Dorado Hills, Cameron Park, Shingle Springs, Diamond Springs, Camino, and Pollock Pines. A variety of new and existing homes, many with acreage, are available at reasonable prices within the District.

Agriculture, tourism, and light industry are the area's primary industries. The community is served by Los Rios Community College District, Sierra Community College District, Cosumnes River Community College, California State University at Sacramento, and U.C. Davis.

The District's location and natural setting provide for exciting outdoor activities with the Sacramento River Delta on the western border, Lake Tahoe resort and ski area on the eastern border and the American River.

The District serves 6,650 students in grades 9 through 12 and is comprised of four comprehensive high schools, a charter school, a Regional Occupational Program, and a continuation school.