

# INTERNAL CLASSIFIED TEMPORARY EMPLOYMENT OPPORTUNITIES

## SUMMER SCHOOL, Secretaries & Parent Involvement Coordinators

**Hourly Rates-**

**Secretaries \$23.78 per hour**

**Parent Involvement Coordinators \$ 21.00 per hour**

**PreK-4<sup>th</sup> May Roberts Primary**

2 Secretaries

1 Parent Involvement Coordinator

**5<sup>th</sup> - 7<sup>th</sup> at OHS**

1 Secretary

1 Parent Involvement Coordinator

**8<sup>th</sup> – 11<sup>th</sup> at OHS**

1 Secretary

1 Parent Involvement Coordinator

### Days to be Worked

6 hours of work prior to summer school starting (May/ June)

June 8 and 9: Work Days, 8

4 hours for Parent Involvement Activity, July 2.

4 hours for packing at the end of summer school

June 10-12, 15-18, 22-26, 29-30 July 1-3

17 Student Contact Days, 7 hours per day (7:15 a.m. – 2:45 p.m.)

<b>APPLICATION</b>	<b>Current employees please submit a letter of interest to Personnel. If you are not a current employee, please submit a Classified Application.</b>
<b>TIMELINE</b>	May 5 , 2026
<b>ANNOUNCEMENT</b>	#12468
<b>POSTING DATE</b>	April 28, 2026

Ontario School District  
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Website: [www.ontario.k12.or.us](http://www.ontario.k12.or.us)

Ontario School District is an equal-opportunity educator and employer.  
\*Veterans' preference applies, and certification of eligibility is required.\*  
Title VI & IX Coordinator- Eric Norton email: [enorton@ontario.k12.or.us](mailto:enorton@ontario.k12.or.us)

If you require reasonable accommodations for the application/ interview process, please call Ontario School District Human Resources at (541) 889-5374 Ext 3230. Speech/hearing-impaired persons may contact the district for assistance through Oregon Relay at 711.