

Nyssa Public Schools

A Community Committed to Student Success

804 Adrian Blvd. School District #26
Nyssa, Oregon 97913-3689

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DARREN JOHNSON, Superintendent
RYAN HAWKINS, Assistant Superintendent
JENNA RAVENSCRAFT, Athletic Director

Principals: BRETT JACKMAN, High School
LUKE CLEAVER, Middle School
MATT MURRAY, Elementary School

January 11, 2021

Job Posting

Nyssa School District 26 is accepting applications for the following position for the remainder of the 2020-2021 school year.

Classified position

Office Manager, Middle School Full time position

Experience with student information system, accounting software, and various other office skills desirable.

Bilingual preferred.

Requirement(s) for position:

- *High School Diploma or Equivalent*
- *Successful applicants must have completed and have passing scores on the Paraprofessional Exam administered by the Malheur ESD, Vale, OR*
- *Must complete a fingerprint based criminal history and be approved*

Position will remain open until filled.

Application is available on the district website www.nyssa.k12.or.us or email to atracy@nyssasd.org

Please include the following materials with your application: resume, current letters of recommendation (minimum of two) and Paraprofessional Exam scores if you have them.

Please send the complete application packet to atracy@nyssasd.org

Thank you.