



Gerber Union Elementary School District

23014 Chard Avenue
Gerber CA 96035
(530) 385-1041
FAX (530) 385-1451

“Work Hard & Dream Big”

*Jenny Montoya
Superintendent/Principal*

JOB ANNOUNCEMENT

Gerber School is hiring a Bilingual District Office Assistant. This position will be seven hours per day for 181 days per year. Salary is \$14.92 - \$24.31 per hour, DOE, benefits included. Must be bilingual in English/Spanish. Two years of experience in office setting, school office setting preferred. Ability to use computer and other office equipment, must be able to communicate effectively with students, staff and the public. For application call 530.385.1041, or come in to 23014 Chard Ave., Gerber, CA 96035 between 8AM and 3:30PM. Due: August 21, 2017 at 3PM. EOE

JOB: Bilingual District Office Assistant

SALARY: \$14.92 - \$24.31 per hour, DOE

EMPLOYMENT TYPE: 7 hrs per day, approx. 7:30AM to 3:00PM (half-hour lunch)

WORK YEAR: 181 days

APPLICATION DUE: **August 21, 2017 by 3:00PM**

Requirements for applying:

- Gerber UESD job application
- Cover letter
- Three letters of reference
- Copy of valid current California Driver's License

Qualifications/certifications:

- Must be fluent in English/Spanish and be able to demonstrate
- Other certifications/qualifications that demonstrate ability to perform essential job functions
- Ability to clear a fingerprint/Live Scan examination.
- Must provide recent proof of negative TB test after hired.

Please return Attn: Bree Brown, Human Resources/CBO