



OAK HILL UNION LOCAL SCHOOLS

ADMINISTRATIVE OFFICE

205 Western Avenue, Oak Hill, Ohio 45656 • (740) 682-7595 • www.oakhill.k12.oh.us
Jason Mantell, Superintendent • Rhonda D. Harrison, Treasurer

JOB POSTING

Title: MS/HS Secretary

Job Description: Posted on district website under "Job Opportunities"

Terms of Employment: OHULIE Contract
Reports to Building Principals

Start Date: 2025-2026 School Year

Job Contact:

Whitney Crabtree, HS Principal
whitney.crabtree@oakhill.k12.oh.us
(740) 682-7096

Josh Donley, MS Principal
josh.donley@oakhill.k12.oh.us
(740) 682-7096

Application Requirements:

Application
Letter of Interest
Resume
Two (2) current professional reference letters dated within the last year

Submit your application requirements by Friday, June 6, 2025, at 12:00 p.m. to:

Alicia Shaner, Superintendent's Secretary
alicia.shaner@oakhill.k12.oh.us
(740) 682-7595

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"Home of the Oaks"