



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: **Elementary Secretary**
If you applied for the recent Middle/High School Secretary position, you do not need to re-apply. Your application is on file. Please send an email to indicate your interest.

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:
Rebekah Potter, Elementary Principal
rebekah.potter@oakhill.k12.oh.us
(740) 682-7096

Morganne Newsom, Elementary Asst. Principal
morganne.newsom@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 Wednesday, June 18, 2025, at 4:00 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”