



# OAK HILL UNION LOCAL SCHOOLS

## ADMINISTRATIVE OFFICE

205 Western Avenue, Oak Hill, Ohio 45656 • (740) 682-7595 • [www.oakhill.k12.oh.us](http://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](mailto:rebekah.potter@oakhill.k12.oh.us)  
(740) 682-7096

Morganne Newsom, Elementary Asst. Principal  
[morganne.newsom@oakhill.k12.oh.us](mailto: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](mailto:alicia.shaner@oakhill.k12.oh.us)  
(740) 682-7595

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

**“Home of the Oaks”**