



Vacancy Announcement

Part-Time Office Clerk at Unalaska City School 2026-2027 School Year

Posted July 6, 2026

- o **General Description:** The UCS office clerk will be responsible for lunch line service, Edutrack data tracking and reporting. Also general office tasks to support the principal, staff, students and families.
- o **Part-Time:** 29.5 hours/week starting August 13, 2026
 - **Monday-Friday:** Hours to be determined
- o **Classified Salary Schedule:** \$21.69-\$34.43/hour depending on education and experience.
- o This position does qualify for Public Employees Retirement System (PERS)
- o **Health Insurance Benefits** are not provided
- o **Qualifications:** Previous experience working in an office setting is preferred.
- o **Additional Information:** In-service and training required during the week of Aug. 13th; work days include all student contact days and possible additional days as needed.
- **Please submit a classified application** which is available at the school office, the district office, or at UCSD's website: www.ucsd.net
- **For additional information** about this vacancy, or for questions about the application process, please contact:

Greta Bruce
UCS Principal
gbruce@ucsd.net

Mr. Ryan Humphrey
Superintendent
rhumphrey@ucsd.net

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