

Posting Date: July 15, 2025

**POSITION ANNOUNCEMENT**  
NORTH SANPETE SCHOOL DISTRICT  
2025-26 SCHOOL YEAR

The North Sanpete School District is accepting applications for the following position:

**Part-Time Attendance Secretary**  
North Sanpete High School  
5.75 hours/day

- Associate Degree or Equivalent
- Be able to perform the essential functions with or without reasonable accommodation
- Read and perform math at an 8<sup>th</sup> grade level
- Type a minimum of 50 wpm and ten key at 100 figures per minute
- Computer skills for data entry and word processing

This is a part-time, non-benefitted position

**CLOSING DATE FOR IN-HOUSE APPLICATIONS OR TRANSFER REQUESTS –  
FRIDAY, JULY 18<sup>TH</sup> @ 3:00 PM**

**CLOSING DATE FOR OUT OF DISTRICT APPLICATIONS - WEDNESDAY, JULY 30<sup>TH</sup> @ 3:00 PM – *these applications will be considered if unable to fill in-house***

***Transfer Request:*** [Microsoft Word - Transfer Request Application IV-17 Policy Addendum 9.14.2020.docx \(cdn-website.com\)](https://cdn-website.com/43e0c387/files/uploaded/Classified_Application_NSSD-2a13a2fd.pdf)

Interested persons must fill out a written application at the North Sanpete School District Office, 220 East 700 South, Mt Pleasant, UT 84647 or online at

[https://irp.cdn-website.com/43e0c387/files/uploaded/Classified\\_Application\\_NSSD-2a13a2fd.pdf](https://irp.cdn-website.com/43e0c387/files/uploaded/Classified_Application_NSSD-2a13a2fd.pdf)

Persons with applications already on file at the school district office or current employees may email [ohansen@nsanpete.org](mailto:ohansen@nsanpete.org) AND [mames@nsanpete.org](mailto:mames@nsanpete.org) or call 435-462-2485 to have their application activated for this position.

North Sanpete School District is an equal opportunity employer. Applicants are considered on the basis of employment qualifications without regard to race, color, political affiliation, religion, sex, national origin, age, marital status, medical condition, or disability.