



O'DONNELL INDEPENDENT SCHOOL DISTRICT

VACANCY ANNOUNCEMENT

Date: March 23rd, 2026

Job Posting: Secondary School Secretary / Attendance Clerk O'Donnell ISD – Secondary Campus

O'Donnell ISD is accepting applications for a **Secondary School Secretary / Attendance Clerk**. Duties include maintaining student attendance records, assisting with student check-in/check-out, and providing general front office support.

Qualifications: High school diploma or GED required; strong organizational and computer skills preferred. School office experience preferred.

Primary Duties Include:

- Maintain and monitor student attendance records
- Process attendance documentation and communicate with parents regarding absences
- Assist with student check-in/check-out
- Provide general clerical and front office support
- Assist campus administration as needed

Salary: Based on district pay scale.

Apply: Applications available at the O'Donnell ISD Administration Office or online at <https://odonnell.esc17.net/page/hr.jobs>

Contact:

Blake Nichols, Superintendent – bnichols@oisd.esc17.net

Tanner Bales, Secondary Principal – tbales@oisd.esc17.net

**Applications for all positions are considered without regard to race, color, national origin, religion, sex, marital status, veteran or military status, disability, or any other legally protected status.*

The district Title IX Coordinator is Blake Nichols, Superintendent, 400 Small St.,
O'Donnell, Texas, 79351 806-428-3241