

VACANCY ANNOUNCEMENT

Salmon School District #291 is seeking qualified candidates for a positive, pro-active and team oriented
ELEMENTARY SCHOOL SECRETARY
for remainder of the 2020-21 school year.

This is normally a ten-month, forty-week position with retirement and medical benefits. The Secretary will work Mon. – Thurs. nine hours per day, Friday four hours, for a total of 1680 hours per entire year.

JOB DESCRIPTION:

- Job location is at the Pioneer Elementary School
- Works with teachers and other staff members to collaborate on student educational and behavioral compliance.
- Reports to the school Principal
- Meets and greets visitors
- Makes/Receives telephone calls with parents of students.
- Registers new students
- Print receipts and deposit for monies collected
- Types a variety of materials from rough draft or copy
- Orders supplies and does basic bookkeeping as needed.
- Maintains attendance records

QUALIFICATIONS:

- Ability to pass a background investigation. (Fingerprint and background check expenses are the responsibility of the applicant).
- High School Diploma or equivalent.
- Proficiency in word processing.
- Good written and oral communication skills with ability to multi-task.
- Ability to operate basic office and computer equipment.
- Ability to work well with staff, students, and parents while maintaining confidentiality.
- Creative, energetic, and positive attitude.

APPLICATION DEADLINE: Open until Filled

POSITION BEGINS: January 11, 2021

HOURS: Mon-Thurs 7:30 a.m.-4:30 p.m., Friday 8:00 a.m.-12:00 p.m.
40 hours per week

SALARY: \$9.00 - \$10.37 depending on experience

APPLY TO: Salmon School District Office
1501 Bean Ln.
Salmon, Idaho 83467
(208) 756-4271

FINGERPRINTING/CRIMINAL BACKGROUND CHECK IS REQUIRED AT THE EXPENSE OF THE APPLICANT

EQUAL OPPORTUNITY EMPLOYER

Salmon School District is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.