

# **SUGAR-SALEM SCHOOL DISTRICT NO. 322**

## **Announcement of Vacancy**

Sugar-Salem School District has the following vacancy for the  
2024-2025 School Year:

### **Elementary School Secretary**

#### **QUALIFICATIONS**

1. High school diploma or General Education Degree
2. Previous secretarial experience as determined by the Board
3. Knowledge of word processing, data bases, spread sheets, and reports
4. High level of competence in typing, filing, and general computer knowledge
5. Knowledge of automated office equipment and efficient office procedures
6. Good telephone skills and ability to communicate effectively
7. Work well with students, staff, and the public
8. Work well under pressure and deadlines
9. Excellent organizational skills
10. Maintain confidentiality of staff and students

**PRIMARY RESPONSIBILITY TO**  
Building Principal or Superintendent

#### **JOB SUMMARY**

To assist the building principal in the efficient operation of the school so a maximum positive impact can be made on the education of secondary school students. To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

##### Interacting with Students and the Public

1. Receive and route incoming calls and correspondence
2. Arrange meetings, prepare agendas, and handle follow-up activities as necessary
3. Assist, log in, and direct visitors to the school
4. Help schedule parent-teacher conferences with teachers and help coordinate them with other schools
5. Assist school counselor in mailing transcripts to colleges and universities and in providing verifications for jobs and social security

##### Records and Reports

1. Maintain accurate enrollment and attendance records for various reports and forward to the district clerk as needed
2. Prepare quarterly state attendance reports
3. Send student records as requested by schools and promptly request newly enrolled student records from other schools
4. Be responsible for maintaining accurate teacher and student accounts, including receipting, counting, and depositing all money received
5. Maintain records on all accidents, incidents, fire drill, and suspension notices, forwarding copies to the district office
6. Prepare such documents as reports, staff duty rosters, correspondence, handbooks, letters, student records, memos, and monthly statements
7. Maintain employee records, such as absences, and submit to the district office monthly
8. Assemble and maintain reports and information in an acceptable manner, providing ready access for the building principal and the district office, including the individual school's banking and checking

accounts

Miscellaneous Office Tasks

1. Maintain a well-organized, up to date filing system
2. Operate equipment, such as computers, copiers, intercom systems, calculators, laminators, telephone systems, and scanners
3. Process all purchase orders and send to the district office for supplies to be ordered
4. Keep track of expenditures on account encumbrance sheets
5. Assist the building principal in processing incoming supplies and equipment, checking original purchase orders, authorizing purchases, and submitting appropriate paperwork to the district office to facilitate proper payments for goods or services received by the school
6. Distribute and inventory supplies
7. Maintain records of all fines during the school year

Other

1. Assist teachers in preparing instructional material as requested within the allowable time frame as set forth by the building principal
2. Assume the duties of the bookkeeper when the bookkeeper is absent
3. Exercise administrative authority and perform such tasks as may be delegated by the principal
4. Make necessary administrative decisions in the absence of the building principal
5. Keep immediate supervisor informed of activities and any issues that may arise
6. Attend faculty meetings as required
7. Assume responsibility for his or her continuing professional growth and development by attendance at in-services or trainings
8. Seek assistance should emergencies arise
9. Represent the school district in a positive manner
10. Know and follow school district policy and chain of command
11. Perform other duties as assigned

**EVALUATION**

Performance of this position will be evaluated annually by the building principal in conformance with federal and state law, administrative rules, and Board policy.

**TERMS OF EMPLOYMENT**

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

**NOTE**

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference: I.C. § 33-512 Governance of Schools  
I.C. § 33-1210 Information on Past Job Performance

**Hours: 40 hrs. per week**

**Posting Date: 06/04/24**

**Closing Date: Open until filled**

Application may be downloaded from the web at: [www.sugarsalem.org](http://www.sugarsalem.org) Please attach your resume at the time your application is finalized and submitted to [jrobbins@sugarsalem.com](mailto:jrobbins@sugarsalem.com) Attachments can be either a MS Word document or a .pdf file (recommended).

Applications are also available at the District Office: 105 West Center, P.O. Box 150, Sugar City, ID 83448

**Contact Info**

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