

**KUSPUK SCHOOL DISTRICT**

P.O. Box 49  
Aniak, AK 99557  
(907) 675-4250



**JOB DESCRIPTION**

**TITLE: Secretary**

Location: \_\_\_\_\_

District Posting Date: \_\_\_\_\_

Public Posting Date: \_\_\_\_\_

Closing Date: \_\_\_\_\_

Hiring Supervisor: \_\_\_\_\_

Hours/Day: \_\_\_\_\_

**QUALIFICATIONS:**

1. High school graduate or GED preferred
2. Secretarial training preferred
3. Ability to work effectively and cooperatively with students, parents and staff
4. Highly developed oral and written communication skills, including proper grammar usage and spelling
5. Basic computer literacy (*Work with Google mail, drive, sheets, forms, docs and Powerschool*)
6. Experience with operating office equipment

**ESSENTIAL FUNCTIONS:**

1. Maintains student demographic, academic and attendance records
2. Gathers and organizes data
3. Handles confidential materials professionally.
4. Use and maintain records in Powerschool.
5. Maintains files, correspondence and reports, as well as a set of confidential files.
6. Performs clerical duties
7. Places and receives telephone calls with respect to school students and activities
8. Orders and maintains supplies as needed.
9. Operates office machines and computer
10. Promotes positive community relations through effective communication with visitors to the school, maintaining the school visitor sign in sheet
11. Participates in the mandatory in-service and training events.
12. Performs other duties as assigned.

**Reports To:** Principal and/or Lead Teacher

**Salary:** \$15.75 per hour or more, DOE

**Length of Employment:** School year, assigned hours per day (*August - May*)

*Kuspuk School District considers applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, gender, age, disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.*

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