

KUSPUK SCHOOL DISTRICT

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



JOB DESCRIPTION

TITLE: DO / Educational Support 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 or experience strongly preferred.
3. Ability to work effectively and cooperatively with 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. Communication and organizational skills.
7. Willingness to travel.
8. Position may require specific skills and background: _____

ESSENTIAL FUNCTIONS:

1. Maintains data management systems for programs.
2. Gathers and organizes data as needed by the immediate supervisor and puts it into usable form.
3. Handles confidential materials professionally.
4. Performs clerical tasks.
5. Prepares and/or assists in the preparation of program reports.
6. Assists with annual Impact Aid application and Migrant Education Reports.
7. Possible travel to District villages for program activities.
8. Orders and maintains supplies as needed.
9. Operates technical equipment.
10. Participates in in-service and training events.
11. Performs other duties as assigned.

Reports To: District Office Administrator

Salary: \$15.75 per hour or more, DOE

Length of Employment: School year, assigned hours per day (*10 to 12 months*)

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.