

KUSPUK SCHOOL DISTRICT

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



JOB DESCRIPTION

TITLE: Administrative Assistant to the Superintendent / School Board

Location: _____

District Posting Date: _____

Public Posting Date: _____

Closing Date: _____

Hiring Supervisor: _____

Hours/Day: _____

QUALIFICATIONS:

1. High school graduate or GED.
2. Basic computer literacy (*Work with Google mail, drive, sheets, forms, docs and Powerschool*)
3. Communication and organizational skills.
4. Five years secretarial experience preferred.
5. Ability to work effectively and cooperatively with staff.
6. Willingness to travel.

ESSENTIAL FUNCTIONS:

1. Supports the School Board, including the following tasks: preparation and posting of meeting agendas; preparation of information packages; travel arrangements; attending and recording all meetings; transcribing meeting minutes; updates board policy annually.
2. Handles confidential materials professionally.
3. Prepares correspondence, documents and reports for the Superintendent.
4. Makes travel arrangements for Superintendent and other administrators.
5. Maintains certified files and assists with job postings.
6. Assists with annual Impact Aid application.
7. Participates in in-service and training events.
8. Performs other duties as assigned.

Reports To: Superintendent & School Board President

Salary: \$37,440 / year or more, DOE

Length of Employment: 11 months per year, assigned hours per day

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.