

**CARBON COUNTY SCHOOL DISTRICT ONE**  
An Equal Opportunity Employer

**POSITION:** Administrative Assistant

**LOCATION:** Central Office/Business Office

**REPORTS TO:** Curriculum and Instruction Director

**Primary Purpose:** To provide secretarial assistance and coordination service for Curriculum/  
Director of Instruction and Technology Director.

**Essential Functions:**

- *Provides clerical support including correspondence, reports, notices, recommendations and purchasing*
- *Provides services as a receptionist, placing and receiving calls, and recording messages*
- *Coordinates and arranges for meetings as requested by supervisor/s*
- *Takes meeting minutes as requested*
- *Instruction/Staff Development*
  - *Processes and arranges for professional leave/lodging/airfare etc*
  - *Assist with arrangements and planning for various staff development activities throughout the district*
- *Maintains data and provides tracking for out of district placement, homeless, homeschooled, homebound, and migrant students*
- *Assists with planning and administration of district wide assessment programs*
- *Supports Director of Instruction in the processes of district curriculum*
- *Maintains security system*
- *Maintains data for child abuse/suicide reports*
- *Arranges Para Educator training*
- *Support Technology Director*
- *Maintains BOE information for audits*
- *Notary Public*

**Required Qualifications:**

- *High School diploma or equivalent*
- *College degree or a minimum of 4 years previous office experience preferred*
- *Annual Blood borne pathogens and Sexual Harassment*
- *Competency in typing, word processing, database, spreadsheets, record keeping, and internet use.*
- *Ability to compose written material with accurate use of grammar, spelling, punctuation, calculate figures and percentages*
- *Ability to maintain information accurately.*
- *Ability to work effectively with the public*
- *Ability to respond to the needs of all employees in a polite and professional manner*

- *Ability to take direction from several administrators*
- *Ability to contribute to a positive office relationship*
- *Present a professional image at all times*
- *Ability to comprehend and implement rules, regulations and statutes.*

**FLSA Status:** Exempt

**NOTICE OF NONDISCRIMINATION:**

*Carbon County School District #1 does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history) or any other basis protected by federal, state, or local law in its programs or activities. Inquiries regarding the District's non-discrimination policies are handled at 615 Rodeo St. Rawlins, Wyoming, 82301 by Tanya Wall, Director of Human Resources and Title IX Coordinator, (307) 328-9200, twall@crb1.net*

*EEO/AA/Vet/Disability Employer*