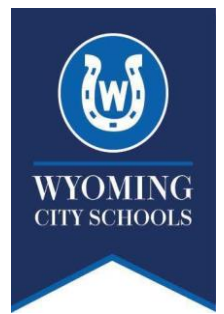


ANNOUNCEMENT OF VACANCY



November 26, 2024

High School Principal's Administrative Assistant

This full-time position is for the 2024-2025 school year
This position for the High School Principal's Administrative Assistant will start on January 28, 2025

Contract Days: 211

Requirements:

- High school graduate or higher
- Experience in school setting preferred
- Experience in DASL preferred
- Outstanding oral and written communication skills
- Ability to practice a high level of customer service for all stakeholders
- A demonstrated commitment to valuing diversity
- Strong technology skills
- Ability to collaborate well with others
- Ability to multitask
- Be a highly organized self-starter
- Maintains confidentiality
- Assists community members, students, and staff
- Acts in a professional manner conducive to good community relations
- Current BCI & FBI Background Results
- Essential Functions: [See attached job description](#)

Qualified candidates should apply online at:

[Applitrack](#)

Applications must include:

- Cover Letter
- Resume
- Names of 3 Professional References

Each applicant's resume and qualifications will be evaluated and those deemed most qualified will be invited to participate in interviews.

Deadline to apply: Until Filled

An Equal Opportunity Employer