



Craig City School District

P.O. Box 800, Craig, Alaska 99921
www.craigschools.com
Phone (907) 826.3274
FAX (907) 826.3322

Jackie Hanson, Superintendent
David Harris, Elem./MS Principal
Josh Andrews, HS Principal
Heather Mendonsa, PACE Principal

PACE Statewide Homeschool - Anchorage

Administrative Assistant

REQUIREMENTS:

- High school diploma or equivalent supplemented by or including courses in office organization or secretarial skills, or any combination of training and/or experience that provides the desired knowledge and abilities.
- Prior service demonstrating responsible office experience (preferably in a school district setting).
- Proficient word processing, writing and communication skills
- Strong interpersonal skills, ability to maintain confidentiality and get along with people.
- Ability to use basic office machines and perform minor repairs on office equipment.
- Knowledge of accounting and record keeping procedures. Must possess good organizational skills to make office operations efficient and effective.
- Ability to work with little or no supervision.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

SALARY:

Part-Time 10 Month Position. Per CEA Negotiated Agreement for Classified Hourly Employees (starting at \$20.87/hour)

BENEFITS:

State retirement plan
Personal and sick leave

STARTING DATE:

ASAP

CLOSING DATE:

Open until filled

APPLICATION PROCEDURE:

Submit a district application and cover letter to:
Craig City School District
Attn: Heather Mendonsa, Principal
P.O. Box 800
Craig, AK 99921
Or email Heather Mendonsa @ hmendonsa@craigschools.com