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
Christy House, Elem./MS Principal
Josh Andrews, HS & PACE Principal

PACE Statewide Homeschool - Anchorage or Craig

Administrative Assistant (Financial Support)

October 17, 2025

REQUIREMENTS:

- High school diploma or equivalent. Training or experience in office organization, secretarial skills, or related work preferred.
- Prior office experience (preferably in a school district setting, but not required).
- Basic knowledge of accounting and record keeping procedures preferred (will train the right candidate).
- Must possess good organizational skills to make office operations efficient and effective.
- Proficient word processing, writing and communication skills.
- Ability to work with little or no supervision.
- Such alternatives to the above qualifications as the Superintendent/Board may find appropriate and acceptable.

RESPONSIBILITIES:

- Assist in day-to-day tasks performed by Administrative Assistants of the PACE Homeschool as well as Account Payable department.
- Process and maintain records for purchasing and parent reimbursements.
- Communicate professionally with parents of PACE Homeschool regarding reimbursements.
- Maintain accurate record keeping with a clean, organized and efficient work area.
- Training will be provided to accurately use FileMaker, PowerSchool, and School ERP Pro software.

SALARY: Part-Time 12 Month Position. Per CEA Negotiated Agreement for Classified Hourly Employees (starting at $21.49/hour)

BENEFITS:
State retirement plan
Personal and sick leave
Holiday pay (7 holidays)

STARTING DATE: ASAP

CLOSING DATE: Open until filled

APPLICATION PROCEDURE: Submit a district application and cover letter to:
Craig City School District
ATTN: Josh Andrews, Principal
P.O. Box 800
Craig, AK 99921

OR email application to Josh Andrews @ **jandrews@craigschools.com**

District application can be found at: **https://www.ccsd.k12.ak.us/ccsd/employment**

Craig City School District is an Equal Opportunity Employer