



GUNNISON WATERSHED SCHOOL DISTRICT

Vacancy

2026-2027

GHS Office Manager

Qualifications:

- High School Diploma or equivalent required.
- Secretarial training or relevant experience preferred.
- Proficiency in word processing, spreadsheets, and email. Knowledge or previous experience with Google Suite and student information systems preferred.
- Strong written and verbal communication skills; Spanish proficiency desirable.
- High level of confidentiality, organization, and professionalism.

Key Responsibilities:

- Assist with student and parent inquiries.
- Maintain and update student records in PowerSchool.
- Manage daily attendance, contact parents, generate attendance reports.
- Oversee student check-in/out for authorized purposes.
- Organize and distribute report cards, transcripts, handbooks, and other documents.
- Coordinate diploma orders and work with Senior Advisor
- Athletic program creation, travel requests, and pertinent paperwork.
- Assist teachers with administrative tasks and special projects.
- Update and maintain the GHS calendar and bell schedules.
- Respond to student health concerns, distribute medication, and communicate with the district nurse. Must be a member of the Medical Emergency Response Team.
- Manage incoming calls and oversee office aides.
- Perform other duties as assigned by school administration.

Compensation: Starting salary is \$22.03, based on experience; Position is full-time with benefits

Location: This position is located at Gunnison High School.

Applicants: please submit Cover letter, Application, Applicant Oath and Current Resume

Applications can be found on District website: gunnisonschools.net/join_our_team

Submit application to: kfuller@gunnisonschools.net