

SALIDA SCHOOL DISTRICT R-32-J

BOARD OF EDUCATION

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VACANCY NOTICE

Date: May 24, 2018

Position: **Secretary – Salida Early Childhood Center**

Compensation: \$16.00 Minimum hourly wage plus benefits

Status: Non-Exempt

Procedure for application: Send classified application and resume to:
Salida School District
Early Childhood Center
PO Box 827
Salida, CO 81201

Closing date of application: June 7th, 2018 or until filled

Beginning date of employment: August 1st, 2018

Supervisor and Evaluator: Principal of Early Childhood Center
Supervises and Evaluates: None

General responsibilities:

Welcoming presence
Assist Principal and helping with her calendar
Manage reporting and records for students registration and withdrawals
Maintain student transcripts and cumulative files
Assist Counselor with student scheduling
Organizing and conducting registration
Communicate with students, guardians and community members
Prepare correspondence
Assist students and faculty members with general information requests
Answer and transfer phone calls
Manage staff attendance and arrange for substitute coverage for teachers and paraprofessionals
Schedule programs for school events
Process orders for office and classroom supplies
Maintain billing records for library
Assist database manager in completion and accuracy of state reports
Basic office work and other duties as required
Manage Web and Facebook sites..

Preferred experience/knowledge/ability:

- General office management skills
- Ability to use computer for word processing, data entry, and record transfers (Word, Excel, and Publisher, Google Docs and calendar, and Infinite Campus)
- Typing skills
- Good communication skills
- Ability to work with staff, parents, students, administrators, and community members
- Maintain and respect confidentiality
- Ability to multi-task
- Be detail oriented
- Strong organizational skills

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to manipulate or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to walk, stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

The Salida School District does not unlawfully discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, or disability in hiring for any position. No smoking or tobacco use is allowed on school property or in school vehicles. Employment shall be subject to approval by the District Board of Education. Selected applicant must comply with the District's Drug-Free Work Place Policy. Selected applicant must agree to fingerprint and background check conducted by CBI. Pre-employment physical may be required and will be provided by the district to selected applicant. May require flexible hours