

BLACKFOOT SCHOOL DISTRICT NO. 55
270 East Bridge Street
Blackfoot, ID 83221
In Compliance with Inter-School Transfers

VACANCY NOTICE
Classified Position

PLEASE POST

Blackfoot School District No. 55 is seeking applicants for the following position:

POSITION: Secretary at Wapello Elementary School

POSITION STATUS: Full-time - This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the district at any time without cause.

APPLICATION DATES: April 2, 2024, or until filled

STARTING DATE: July 31, 2024

SALARY: Placement on District No. 55 2024-25 Secretary Salary Schedule

QUALIFICATIONS: Must have a high school diploma or its equivalent and possess excellent secretarial and computer skills. The ability to maintain confidentiality and to be able to deal with various interruptions while maintaining professional conduct is a must.

JOB DESCRIPTION: Assist the building principal in the efficient operation of the school. General duties will include being positive when dealing with students, staff, and patrons; serving in a public relations capacity; having excellent organizational skills and ability to prioritize work to meet deadlines; answering telephones and taking messages for all staff members and students; typing correspondence and reports; distributing mail; maintaining students records; keeping attendance for staff members and students; accounting of funds received through school activities; scheduling appointments; order, receive and dispense supplies using purchase orders and proper budget numbers; processing accident reports, building repair orders, and bus requests; completing and verifying the school's fixed asset inventory; completing registration procedures; maintaining permanent records; providing student care as necessary; operating, maintaining, and troubleshooting office machines; collecting and verifying student Impact Aid forms; and other duties as assigned by the building principal.

All candidates must submit the following materials:

Completed application, resume, copy of high school diploma or its equivalent or transcripts, and letters of recommendation.

All interested candidates should make application to:

Jo Diaz, Personnel Clerk
Blackfoot School District No. 55
270 East Bridge Street
Blackfoot ID 83221
Telephone – (208) 785-8800
Email - personnel@d55.k12.id.us

BLACKFOOT SCHOOL DISTRICT NO. 55 IS AN EQUAL OPPORTUNITY EMPLOYER