



## JOB OPENING

The Shoshone Joint School District is now hiring:

Elementary School Administrative Assistant

- Position shall be for 162 day per year
- Hours of Operation: 7:30am to 4:00 pm.
- Salary: Per Salary Schedule or upon agreement with the Board of Trustees.

Closing Date:

April 1, 2024

Qualifications:

- ◇ Assist the principal in day to day operations.
- ◇ Knowledge of computer and software programs including word processing, publishing, spreadsheets and accounting.
- ◇ Knowledge composing business documents and general administrative procedures.
- ◇ Knowledge of correct grammar, spelling, and English usage.
- ◇ Ability to work effectively under pressure and remain flexible to changes in situations or assignments.
- ◇ Ability to maintain confidentiality.
- ◇ Ability to establish and maintain effective working relationships with students, parents, staff, and the general public.
- ◇ Ability to organize office operations and procedures, paying attention to details.
- ◇ Daily duties include, but not limited to, student registration, enrollments, attending sick students, order, keep inventory of supplies, calmly and confidentially handle emergency situations, and phone etiquette.

Education and Experience:

- High school graduation or equivalent. Two years secretarial experience desired, including records maintenance and bookkeeping. Experience in dealing with students and the public. School district experience preferred.

To Apply:

Visit the District web site at [www.shoshonesd.org](http://www.shoshonesd.org) for an application. Please return application by February 22, 2024 to the district office located at: Shoshone Schools, 61 East Highway 24, Shoshone, Idaho or by email to [kelly.wilkins@shoshonesd.org](mailto:kelly.wilkins@shoshonesd.org)

For a questions or additional information, please contact Principal Kelly Wilkins at 208-886-2381 ext 136