



**Piute County School District
Job Announcement:
Secretary Circleville Elementary
29 Hours a Week**

Qualifications:
Back Ground Check Required
Secretary Credentials
Professional and ethical behavior

Secretary Description and Function:

- Be student centered
- Provide clerical, finance and administrative support to the principal
- Ensure that the school operates in a consistently organized manner every day
- Act as liaison between the community, the school and other internal and external stakeholders
- Coordinate appropriate documents for communication with the district office
- Maintain all confidentiality, record keeping for students and staff
- Track staff and student attendance
- Work with a variety of computer systems, familiar with MAC, Google Docs, Word, Numbers
- Work with Business Administrator and Principal on school finances
- Strong communication, interpersonal and organizational skills
- Prepare and circulate curriculum documents
- Coordinate internal and external meetings appointments, events, workshops, and seminars
- Purchase departmental resources like materials, computers hardware, software and office equipment
- Maintain records with a high degree of accuracy
- Other duties as assigned by the Principal
- See policy 1146

Based Salary and Compensation Package
29 hours a week @ \$12.42 an hour
No Benefits

Opening Date: June 1, 2017
Open Until Filled

Application Procedure:
Complete Piute County School District Application
Provide a Resume of Experience and References

Submit Applications to:
Piute County School District
500 North Main
PO Box 69
Junction, Utah 84740
Pick applications up at the district office or by calling 435-577-2912 ext.1
or visit our website @ www.piutek12.org

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