

Title: **Administrative Assistant**

Date Taken: 02/23/2021

Close Date: until filled

Salary: 11.00 - per Hour

Hours: Monday - Thursday 7:45-4:45

DAYTON, MT 59914

Job Description

The Upper West Shore School District #33 is accepting applications for an Administrative Assistant.

QUALIFICATIONS: The required knowledge, skills and abilities are typically acquired through a combination of a High School Diploma and two to five years of progressively responsible experience in an administrative position.

Must possess knowledge and understanding of:

- Principles and practices of administrative procedures. Modern office practices, methods, and equipment, including computer equipment and applicable software programs. (Word processing methods, techniques, and programs including spreadsheet and database applications, very helpful.)
- English usage, spelling, vocabulary, grammar and punctuation, and principles and practices of business letter writing.
- Principles and procedures of ordering supplies and record keeping.
- Principles and collaborative techniques used in working with students, staff, and parents. Basic mathematical principles.

Must be skilled in the following:

- Time management.
- This position also requires exceptional interpersonal skills in order to deal effectively with visitors, staff, parents, and students. This may require conflict resolution skills in order to effectively deal with issues raised.
- Must be able to multitask and be flexible in order to meet the needs of students, staff, and parents.
- Maintain confidentiality of sensitive information

DUTIES:

- Responsible for telephone and face-to-face communication with Staff, Parents, Students, and Community members, which may entail transmitting messages, decision-making, or record keeping
- Ensure daily attendance is recorded
- Manage a busy office with professionalism and attentiveness to details and changing needs
- Assist the school Principal with tasks
- Manage supply inventory
- Assist with safety drills
- Provide support during lunches and recesses
- Other duties as assigned

Specifics may be discussed and requested from school Principal 406-849-5484 or County Supt. of Schools 406-883-7262

HOURS/DAYS: Monday - Thursday 7:45-4:45

WAGE: \$11/hourly, negotiable depending on experience and qualifications. Insurance and Retirement Benefits available.

This is not a union covered position.

Benefits

Insurance and Retirement Benefits available.

Referral Instructions

The Employer is Upper West Shore - Dayton Elementary Dist, #33.

Applications are available online at <http://www.daytonschool.net/uploads/classified.application.pdf>

Applications must be turned into Lake County Supt. of Schools at Lake County courthouse or to Dayton School Principal, at the school address below.

Upper West Shore - Dayton Elementary Dist. #33

Attn. to: Dayton School Principal

P.O. Box 195 Dayton, MT 59914

Open until filled.