**LANDER COUNTY SCHOOL DISTRICT**

**P.O. Box 1300**

**Battle Mountain, NV 89820**

**775-635-2886**

**Fax 775-635-5347**

**POSITION ANNOUNCEMENT**

**BATTLE MOUNTAIN ELEMENTARY SCHOOL SECRETARY**

**STARTING DATE:** Immediately

# QUALIFICATIONS AND MINIMUM REQUIREMENT

* High school diploma or equivalent
* Skill in bookkeeping procedures and working knowledge of office procedures
* Skill in operation of computer, computerized accounting programs and other office equipment  Skill in interpersonal relationships

**JOB GOAL**

To perform all necessary secretarial functions as accurately as possible.

# RESPONSIBILITIES

* Reports to school principal
* Coordinate office and clerical support to assist with the efficient operation of the school
* Ensure that all activities conform to district guidelines
* Communicate effectively with members of the school district and community
* Processes monthly, quarterly & yearly reports to district office and others
* Maintain accurate attendance records, and report attendance problems to the principal
* Responsible for collection of data for the annual Impact Aid report
* Prepares and processes purchase orders for school
* Order, receive and distribute supplies
* Maintains an accurate inventory of assets throughout the school
* Responsible for collection of data for the annual accountability report
* Maintains a computerized database of student information and grades
* Collect, report, deposit money received by the office, implement procedures detailed in the school activities account manual  Send free/reduced lunch approvals/denials to parents, and maintain accurate records
* Maintain accurate student cumulative folders
* Administer first aid to ill/injured students in the absence of the school nurse according to school policy  React to change productively and handle other tasks as assigned
* Support the value of an education
* Support the philosophy and mission of the Lander County School District
* Performs such other duties and assumes such other responsibilities as the Principal may assign, as needed

**SALARY**

The hourly salary will be determined by appropriate placement on the Lander County School District Classified Salary Schedule.

# TERMS OF EMPLOYMENT

Performance of this job will be evaluated annually in accordance with the provisions of the classified contract. Position will have a one-year probationary period. District reserves the right to reject any or all applications. For more information contact:

**APPLICATION MAY BE REQUESTED FROM:**

Lander County School District District Website at

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| Administration Office | www.lander.k12.nv.us |
| P.O. Box 1300  Battle Mountain, NV 89820 | Phone: (775) 635-2886 |

**Contact Person**: Tamara Tooley, Personnel - hr@landernv.net

LCSD is an Equal Employment Opportunity employer. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.