

# FREMONT COUNTY SCHOOL DISTRICT #1

Lander, Wyoming  
An Equal Opportunity Employer

## VACANCY ANNOUNCEMENT

April 1, 2025

- POSITION:** Executive Assistant to the Superintendent & Board of Trustees
- LOCATION:** Fremont County School District #1 District Office
- SALARY:** DOE; \$25.71/hr. minimum (based on 2024-2025 salary schedule); generous benefits
- WORK SCHEDULE:** Full-time, year round position; some evenings required for Board meetings
- START DATE:** June 9, 2025
- APPLY BY:** April 18, 2025
- DESCRIPTION:** The Executive Assistant to the Superintendent & Board of Trustees serves the District by: providing a wide variety of complex support services (including compiling statistical data, developing reports, executing human resources and record keeping duties); coordinating with external agencies; ensuring compliance with a variety of legal and regulatory requirements; and disseminating a wide variety of information throughout the District. Specific duties include but are not limited to:
- Managing key human resources procedures (i.e. posting position vacancies, advertising, organizing job fairs, onboarding of new employees, issuing contracts, and handling other personnel tasks).
  - Coordinating with the superintendent and board chair to plan and hold meetings of the board (i.e. collaborating on agendas, preparing meeting packets, and keeping meeting minutes).
  - Managing the employee leave/attendance/substitute system, employee records system, and online training system to ensure accuracy and efficiency.
  - Maintaining District records, including legal documents, salary schedules, and personnel files.
  - Responding to inquiries from staff, applicants, and stakeholders regarding policies, personnel matters, and program implementation.
  - Preparing and submitting assigned Wyoming Department of Education reports.
  - Serving as the district liaison to the Professional Teaching Standards Board (PTSB) and assisting with teacher certification and compliance.
  - Providing general administrative support to the superintendent and school board chair.
- QUALIFICATIONS:** Minimum of 48 semester credits at an accredited institution of higher learning *or* an associate's degree *or* passing score on the District's basic skills test. Must have excellent computer skills and the ability to become an advanced user of the District's online systems. Must be professional, courteous, and sincerely committed to ensuring positive outcomes for all Lander students.
- TO APPLY:** Visit our website at [www.landerschools.org](http://www.landerschools.org), click on the 'About Fremont #1' tab, and follow the instructions for completing the online application.  
Phone: (307) 332-4711 E-mail: [hr@landerschools.org](mailto:hr@landerschools.org)

*Fremont County School District #1 does not discriminate on the basis of age, race, color, religion, national origin, sex, or disability in admission or access to, or treatment or employment in, its educational programs or activities. FCSD#1 operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973.*

*Inquiries concerning Title VI, Title IX, ADA, and Section 504 may be referred to the Curriculum Director (who is also the Coordinator for the Office for Civil Rights), Fremont County School District #1, 863 Sweetwater, Lander, WY 82520 or telephone (307) 332-4711; the Wyoming Department of Education, Office for Civil Rights Coordinator, 122 W. 25<sup>th</sup> Street, Suite E200, Cheyenne, WY 82002-2060, or telephone (307) 777-7222; or Office for Civil Rights, Denver Office: U.S. Department of Education; Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3482; Telephone: (303) 844-5695; TDD: (800) 877-8339; email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov). This information will be provided in an alternative format upon request.*