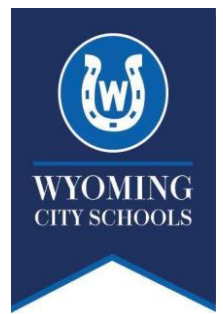


## **ANNOUNCEMENT OF VACANCY**



April 8, 2025

### **Primary School Administrative Assistant**

This full-time position is for the 2025-2026 school year

**Contract Days: 211**

**Date of Employment: July 28, 2025**

#### **Requirements:**

- High school graduate or higher
- Experience in school setting preferred
- Experience in DASL preferred
- Outstanding oral and written communication skills
- A demonstrated commitment to valuing diversity
- Strong technology skills
- Ability to collaborate well with others
- Ability to multitask
- Be a highly organized self-starter
- Maintains confidentiality
- Assists community members, students, and staff
- Acts in a professional manner conducive to good community relations
- Current BCI & FBI Background Results
- Essential Functions: [See attached job description](#)

Qualified candidates should apply online at:

[Applitrack](#)

#### **Applications must include:**

- Cover Letter
- Resume
- Names of 3 Professional References

Each applicant's resume and qualifications will be evaluated and those deemed most qualified will be invited to participate in interviews.

**Deadline to apply: Until Filled**

*An Equal Opportunity Employer*