

NOTICE OF VACANCY

OPEN UNTIL FILLED

Culdesac Joint School District #342 in Culdesac, Idaho is accepting applications for the following position for the 2025-2026 School Year.

SCHOOL SECRETARY

Full-Time 195-day Position. Position to start July 28. Salary negotiable based on experience and duties assumed. Background checks will be conducted.

The School Secretary is responsible for assisting the principal in the efficient operation of the school to maximize positive impact on the education of students at Culdesac School. To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

The position will be considered in all aspects “employment at will”. The employment period and other descriptions and terms set forth in this job description will not create a property right in the employee. These are set forth only to advise the employee of when and what type of services will be required by the school district as long as the employment continues.

The School Secretary will:

1. Receive and route incoming calls and correspondence
2. Assist, log in, and direct visitors to the school
3. Administer medications and do head lice checks to students according to school policy
4. Handle daily announcement
5. Assist Head Teacher register students
6. Maintain accurate enrollment and attendance records and mail attendance letters when necessary
7. Send student records as requested by schools and promptly request records for new students
8. Maintain accurate student accounts and report to the business manager monthly
9. Represent the school district in a positive manner
10. Maintain friendly relations with other school staff and students.
11. Follow school district policy
12. Perform other duties as assigned

Performance of the job will be evaluated by the School Principal annually.

Contact:

Alan Felgenhauer, Superintendent
Culdesac School District
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Culdesac, ID 835234
(208) 843-5413
email: alanf@sd342.org

Applications are available on the school’s website <http://www.sd342.org>.