



JOB OPENING

The Shoshone Joint School District is now hiring:

Board Clerk—Administrative Assistant

- Full-time, including summers.
- Benefits include: medical, dental, vision, life, long-term disability insurances, PERSI Retirement, sick, personal, and vacation leave.
- Salary: Per District Salary Schedule or upon agreement with the Board of Trustees. Terms of Employment is determined by the Superintendent of the District.

Closing Date: May 01, 2025

Beginning Date: Before May 15, 2025

Duties:

- ◇ Reports to the Superintendent of Shoshone Joint School District, Board of Trustees, and the Business Manager.
- ◇ Serve as Clerk of the Board, including preparation of official agenda, official minutes, board packets. Including attendance at all board meetings.
- ◇ Manage Trustee and Levy Elections.
- ◇ Prepare official correspondence, including reports, notices, recommendations, and publication for the Board of Trustees, administration, district transportation department, district drivers education department, and others as assign by the superintendent.
- ◇ Account Payables: Prepare purchase orders, ordering, reconciliation of statements, and issuing checks.
- ◇ Assist the administration team in day to day operations; or as directed.

Qualifications:

- ◇ Knowledge of computer and software programs including word processing, publishing, spreadsheets.
- ◇ Knowledge of general administrative procedures and basic bookkeeping procedures.
- ◇ Excellent organizational skills, office operations and procedures, attention to details.
- ◇ Ability to work effectively under pressure and remain flexible to changes in situations or assignments.
- ◇ Ability to maintain confidentiality.
- ◇ Ability to establish and maintain effective working relationships with students, parents, staff, and the general public.

Education, Qualifications, and Experience:

- High school graduation, college preferred. Minimum of two years secretarial experience desired. School district experience preferred, but not necessary.

To Apply:

Visit the district web site at www.shoshonesd.org for an application. Please return application (cover letter and resume optional) by May 01, 2025 to the district office located at: Shoshone Schools, 61 East Highway 24, Shoshone, Idaho 83352 or by email to shannon.harris@shoshonesd.org. For questions or additional information, please contact Business Manager, Shannon Harris, by email or at 208-886-2381 ext. 419.