



Maple Valley Public School District # 4

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Pat Windish,
Cathy Janish
Dr. Michale Nygaard
Jay Kocka

Superintendent
Business Manager
7-12 Principal
K-6 Principal

August 12, 2020

Job Opening

Maple Valley Public School District has a **NEW** job opening for:

Secretary/Social Media Assistant 1 Full Time

Summary:

- Provide administrative support to ensure efficient operation of office through answering phones, assisting visitors/students/staff with various admin duties.
- Providing office needs, record keeping, mail clerk.
- Work with computers, electronic equipment, copiers, other equipment
- Work with Building Authority on building project with paperwork
- Lunchroom duty and Power Lunch
- Experience preferred with softwares: Word, Excel, PowerSchool, easy Time Clock and others. Will train.
- Social Media Assistant- posting information on school's webpage and Facebook
- Hours: 8am-3pm Mon-Fri Position is 9 months per year. August-May
- Pay starting rate: \$16.00 per hour -dependent on experience
- Benefit: Employer paid Single Health insurance policy, vacation.
- Position open until filled

Duties & Responsibilities:

This is a FT (9-Month) position for our K-12 campus working primarily with the Administrative team but also working through the front office, with teachers, all staff, students and visitors as needed. Duties include but not limited to: Answering switchboard, managing email requests, assisting visitors/vendors/students/staff with request/questions as needed and receiving payments for school fees. Duties will require proficiency with PowerSchool software (will train) to enter confidential information regarding students records/grades and other record keeping. Will be working with school's social media as well as the building authority with building project paperwork.

Application available at School Office .

Please deliver application to the school. Position open until filled.