

MOSCOW SCHOOL DISTRICT NO. 281

650 N. Cleveland Moscow, Idaho 83843-3659 www.msd281.org
Human Resource Office (208) 892-1126, District Office (208) 882-1120, FAX (208) 883-4440

ANNOUNCEMENT OF VACANCY - NON-CONTRACT AT-WILL POSITION

POSITION	ATTENDANCE SECRETARY – MOSCOW MIDDLE SCHOOL 7.5 hours/day, 210 days/year
SALARY	\$19.38/hour
STARTING DATE	November 12, 2025
HOURS	7:30 AM – 3:30 PM
JOB DESCRIPTION	Perform secretarial tasks for Moscow Middle School. Responsibilities include but are not limited to maintaining files and records, assisting counselors with scheduling, maintaining student records, and performing scheduling operations in the student management system (PowerSchool), opening, and distributing mail, composing correspondence and reports, handling budgets and cash, maintaining a positive and professional atmosphere while providing assistance, giving information, and answering questions.
QUALIFICATIONS	1. High school diploma or equivalent. 2. Two years post high school education or comparable secretarial experience. 3. Computer skills including working knowledge of word processing, spreadsheet, data processing programs and networks. 4. Good written and oral communication skills. 5. Ability to work in an environment with distractions and interruptions.
DESIRED QUALIFICATIONS	Organizational skills, ability to multi-task, technology skills and excellent people skills.
CLOSING DATE	Open until filled.

Apply online www.msd281.org

Candidate hired will be required to submit proof of identity and employment eligibility. **A criminal history check is required at the employee's expense.**

AN EQUAL OPPORTUNITY EMPLOYER-EDUCATOR

The Moscow School District does not discriminate against any individual in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, physical characteristics, sex stereotyping, transgender status, and gender identity), marital status, national origin (including limited English proficiency), socioeconomic status, age, disability, or political affiliation or belief.