

# **JOB POSTING – ADMIN. ASSISTANT FOR ONLINE SCHOOL & CURRICULUM DIRECTOR**

Full-Time with benefits | Wages per classified wage scale | Starting date: ASAP | Monday - Thursday, 7:00am to 4:30pm

**REPORTS TO AND EVALUATED BY:** Curriculum Director

## **QUALIFICATIONS & SKILLS:**

- High School diploma/GED minimum – preference may be given to applicants with additional education. Training in necessary software programs: current systems used are PowerSchool, Skyward, Crystal Reader, Assessment Management Systems for Idaho School Districts “AMS,” Microsoft and Google.
- Knowledge of business English, spelling and punctuation with the ability to prepare routine letters and communications.
- Ability to relate well with the public in person, virtually, and on the phone.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Experience with bookkeeping/budgeting procedures.
- Ability to apply common sense understanding to carry out instructions, problem-solve, and create reports that facilitate functions of the director.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Demonstrate competence in typing, filing, general office equipment (fax machine, copy machine, etc.).
- General computer knowledge and proficiency in word processing and database applications.
- Ability to relate to patrons and students tactfully and work harmoniously with other district employees.
- Maintain strict confidentiality of staff and student personal information.
- Must possess good organizational abilities and skills.
- Ability to learn, operate, and teach to others new databases for record keeping as they come available.

## **PERFORMANCE RESPONSIBILITIES:**

1. Word processes a variety of materials including letters, student records, reports, memos, and other items as requested. Must be able to handle student information and records in a responsible and confidential manner.
2. Processes incoming supplies and equipment, checking original purchase orders, and submits appropriate paperwork to the district office to facilitate proper payments for goods or services received by departments.
3. Assists in curriculum orders, warehousing and delivering of materials.
4. Assist Curriculum Director in implementation and monitoring Curriculum Committees and Professional Development Committees.
5. Types and distributes Professional Development in-service credit documentation.
6. Maintain updates on student demographics in SIS and extract demographic information for database preparation for ISAT, IRI, and DMWA testing; Enter IRI data into state electronic reporting system.
7. Assist Testing Coordinator in organizing district testing schedules and preparing and training of proctors/examiners.
8. Prepare merges for all parent letters to disseminate test data.
9. Is aware of administrative functions in PowerSchool - Demographic data, reports, school years, calendars, and terms.
10. Collaborate with district computer/network support staff.
11. Familiar with PowerSchool support site & work with PowerSchool technical support.
12. Attend regular meetings with administrative assistants dealing with SIS procedures.
13. Documents procedures when needed.
14. Performs other duties as may be assigned by the staff and administration.

Any BCSD staff interested in transferring to this position should submit a “Request for Transfer” form to the District Administration Office on or before 5/20/26.

Posting Date: 5/13/26

*Boundary County School District #101 does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientations, or disability in its program, activities, and employment practices.*