



Front Office Staff

Anser Charter School is a K-8th Grade public charter school in Garden City, ID, dedicated to fostering a compassionate learning community, engaged citizenship, and academic excellence through hands-on learning and Expeditionary Learning principles. Our staff is collaborative, student-centered, and committed to creating a welcoming, inclusive environment for all students and families.

Location: Anser Charter School, 202 E. 42nd St., Garden City, ID

Pay: \$16/hour

Benefits: Paid Time Off

Position Overview:

The Front Office Staff member serves as the first point of contact for students, families, staff, and visitors. This position supports daily school operations, provides administrative and student health support, ensures accurate state health reporting, and contributes to a warm, efficient, and safe front office environment.

This position is a part-time (19 hours per week), on-site role aligned with the school calendar.

General Duties:

- Greet and assist students, parents, and visitors in a friendly and professional manner.
- Answer and direct incoming phone calls, respond to general inquiries, and take messages as needed.
- Maintain accurate records including daily student attendance.
- Receive, sort, and distribute incoming and outgoing mail and deliveries.
- Maintain and update student data in the school's student information system.
- Assist the Registrar with student records management, account setup, and data accuracy.
- Support school staff with document preparation, mailings, registration, enrollment and report card processing.
- Assist with the check-in, organization, and storage of school supply orders and inventory.
- Maintain organization and cleanliness in the front office, workroom, and storage areas.
- Support beginning-of-year and end-of-year school processes.
- Administer basic first aid.
- Perform other duties as assigned by the school Operations Director or Executive Director.

Qualifications:

- High School Diploma required; some college coursework or higher education preferred.
- Knowledge of child growth and development.
- Interest in working in an educational setting.
- Ability to manage multiple tasks, prioritize duties, and remain calm in a busy, fast-paced environment.
- Warm, professional demeanor and excellent interpersonal skills when working with students, staff, families, and visitors.
- Proficient in Google Suite, and comfortable learning school-based software and web-based systems.

- Strong organizational skills, punctuality, attention to detail, and ability to maintain confidentiality.
- Basic first aid knowledge; CPR/First Aid certification or willingness to obtain training, including medication administration..
- Safety-minded, consistently implement school safety & security measures related to role.
- Ability to pass a State of Idaho employee background check.

Send a copy of your resume and 2 professional references to Renee Bade at rbade@anser.charterschool.org.

This position shall be considered in all respects "employment at will." This at-will relationship cannot be altered unless set forth in writing and signed by the President of the ANSER Board. Pursuant to Idaho Code 33-512(15), all first time employees of ANSER must submit to a criminal background check. ANSER is an Equal Opportunity employer and does not discriminate on the basis of gender, race, religion, national origin, or sexual orientation in the education programs and activities it operates.