



Craig City School District

P.O. Box 800, Craig, Alaska 99921
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Chris Reitan, Superintendent
David Harris, Elem./MS Principal
Betty Hall, HS Principal
Christina Woodward, PACE Principal

In-District Position Notice

February 23, 2023

PACE Anchorage Administrative Assistant

REQUIREMENTS:

- High school diploma or equivalent supplemented by or including courses in office organization or secretarial skills, or any combination of training and/or experience that provides the desired knowledge and abilities.
- Prior service demonstrating responsible office experience (preferably in a school district setting).
- Proficient word processing, writing and communication skills
- Strong interpersonal skills, ability to maintain confidentiality and get along with people.
- Ability to use basic office machines and perform minor repairs on office equipment.
- Knowledge of accounting and record keeping procedures. Must possess good organizational skills to make office operations efficient and effective.
- Ability to work with little or no supervision.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

SALARY:

Part-Time 10 Month Position. Per CEA Negotiated Agreement for Classified Hourly Employees

BENEFITS:

State retirement plan

STARTING DATE:

ASAP

CLOSING DATE:

Open until filled

APPLICATION PROCEDURE:

Updated resume and cover letter emailed to Chris Reitan at creitan@craigschools.com