



JOINT SCHOOL DISTRICT NO 171
Preparing The Next Generation To Thrive



Vacancy Announcement: 2026-2027 School Year

Date: May 11, 2026

Position: District Office Secretary

Location: Joint School District 171 Office- Orofino, ID

Website: www.sd171.k12.id.us

Position Overview

We are looking for a motivated self-starter to join our District Office team in a support capacity. This role is designed for a flexible individual who enjoys a variety of tasks—from assisting with the purchasing process and high-volume data entry to helping with district marketing and Google Workspace organization. You will be a key assistant to the Superintendent, ensuring the District Office stays organized while collaborating with our HR, Business, and AP departments.

Key Responsibilities

Purchasing & Data Entry Support

- **Ordering Assistance:** Assist with the preparation of purchase orders and help track the status of open orders to ensure items arrive on time.
- **Data Entry:** Provide accurate and timely entry of information into district databases, including vendor updates and inventory logs.
- **Clerical Coordination:** Help organize packing slips and receipts to assist the Accounts Payable (AP) department with invoice verification.

Technology, Marketing & Communications

- **Google & Microsoft Support:** Use Google Workspace (Docs, Sheets, Drive) and Microsoft Office (Word, Excel) to organize files, update lists, and draft documents.
- **Marketing Assistance:** Help maintain the district's social media presence and website; assist in drafting community newsletters or flyers.
- **Digital Organization:** Assist in keeping shared drives and district calendars updated and user-friendly.

Administrative & Superintendent Support

- **Office Assistance:** Support the Superintendent with scheduling, answering phones, and prepping materials for meetings or Board presentations.
- **Department Liaison:** Help route paperwork and inquiries to the appropriate departments (HR, Business Manager, or AP) to ensure smooth office flow.
- **Flexible Support:** Handle "other duties as needed," such as greeting visitors, organizing mail, or assisting with special district events.

Required Skills & Qualifications

- **Tech-Savvy:** Strong working knowledge of Google Drive/Apps and Microsoft 365. You should be comfortable navigating spreadsheets and digital folders.
- **Communication:** Ability to write clear emails and assist with professional social media posts.
- **Accuracy:** High attention to detail, specifically with data entry and tracking numbers.
- **Adaptability:** A **flexible** team player who is happy to jump in and help wherever the day's priorities shift.
- **Education:** Must have high school diploma or equivalent
- **Pre-employment Requirements:** Selected applicant must be able to pass a criminal background check and drug test

Personal Attributes

- **Proactive:** You don't wait to be told what to do; you see a stack of papers that needs filing or a digital folder that needs organizing and you take care of it.
- **Professional & Discrete:** You understand the importance of confidentiality when working in the Superintendent's office.
- **Helpful Mindset:** You enjoy being the "go-to" person who supports the team and keeps the office running efficiently.

Salary

Starting hourly rate: \$17.69

Benefits

2025-2026 School Year: Employee medical, vision, and dental insurance coverage paid 100% by the district. Family benefits paid at 80% coverage. \$20,000 employee life insurance and \$2,000 dependent life insurance paid by the district. Eligible for PERSI retirement

Schedule: Typical schedule will be August through June, 194 days per year. This position will start early for the 2026-2027 school year to allow for training.

Application Deadline: June 26, 2026

Start Date: July 22, 2026

Direct Inquiries: Human Resources: 208-476-5593 or hr@@jsd171.org

Applications Available

<https://orofinojsd171.schoolinsites.com/employmentopportunities>
(select Classified Application)

Email- hr@jsd171.org

Central Office- 1145 Riverside Ave. Orofino, ID 83544

Return application materials to Human Resources- hr@jsd171.org

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