



JOINT SCHOOL DISTRICT NO. 171

1145 Riverside Ave. P.O. Box 2259 Orofino, ID 83544

Phone (208)476-5593 Fax (208)476-3724

Orofino Elementary School, Orofino Jr/Sr High, Timberline School; Cavendish Elementary, Peck Elementary, Idaho Youth Challenge Academy

Vacancy Announcement

Date: December 4, 2023

Position: Attendance Secretary

Location: Orofino Jr/Sr High School

OJSHS is hiring an Attendance Secretary to join their team. This position would include but not be limited to the following responsibilities:

- Provide secretarial support to the school principal and vice principal
- Attend to the day-to-day operations of the attendance office
- Maintain student attendance records and reports
- Act as a liaison between students, parents, staff, and appropriate agencies regarding student attendance
- Serve as the school registrar which includes providing new student registration packets, entering and updating student information in the student information management system, processing records requests and processing student exits/withdrawals

Minimum qualifications: Applicants must have a high school diploma and must have or be able to get CPR/First Aid Certified. Applicants must be able to lift ten (10) pounds. Selected applicant must be able to pass a criminal background check and drug testing.

Salary: \$15.84 per hour.

Schedule: Monday through Thursday with occasional Friday work days- 8 hours per day

Benefits: 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.

Closing Date: December 18, 2023

Start Date: January 8, 2024

Direct Inquiries: Rebecca Kosinski, Principal: 208-476-5557 or kosinskir@jsd171.org

Applications Available: <https://orofinojsd171.schoolinsites.com/employmentopportunities>

(select Classified Application)

Email- HR@jsd171.org

Central Office- 1145 Riverside Ave. Orofino, ID 83544

Please return application materials to Human Resources- HR@jsd171.org

**EOE/AA EMPLOYER
VETERANS' PREFERENCE**