



Yukon Flats School District

P. O. Box 350
Fort Yukon, AK 99740
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www.yfsd.org

Arctic Village
Beaver
Chalkyitsik
Circle
Fort Yukon
Venetie

Position: Administrative Assistant/Board Secretary

Location: District Office/Remote

Part-Time Position

Position Summary: Works primarily in the district office. Answers the phone, greets visitors, organizes files. Attends, records, announces all school board meetings. Assists the superintendent.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities. Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

- High School diploma.
- Some prior experience secretarial experience and/or training.
- Familiarity with office etiquette.
- Computer literacy; familiarity with office equipment including copiers, scanners, fax machines, phone systems; experience working AI a plus.
- Ability to communicate effectively in conversation, correspondence and email.

Knowledge of:

- Files and record keeping.
- Personal computers and related software.
- School board meeting procedures.

Ability to:

- Maintain confidentiality.
- Provide administrative assistance in assigned areas.
- Communicate effectively verbally and in writing.
- To work under pressure and meet deadlines.
- Maintain effective working relationships with staff, students and parents

Job Responsibilities:

- Provides general office staff support to the Superintendent of the district.
- Screens all incoming calls to the district office.
- Greets and screens all visitors to the district office.
- Maintains calendar for the district office.
- Makes travel arrangements for the Superintendent and the Board of Education (air, lodging and transportation details recorded on proper forms and placed in Travel File).
- Maintains and updates contact information.
- Responsible for the sorting and distribution of incoming and outgoing mail.
- Maintains administrative files.
- Attends and facilitates all board meetings.
- Maintains the minutes of board meetings
- Assumes other position related duties as prescribed by the Superintendent or their designee.

Compensation: This is a part-time 12-month position, working 25 to 30 hours per week. Hourly rate dependent on education level and/or experience.

Hiring contingent on a successful background check.