

ADMINISTRATIVE ASSISTANT

Viking Elementary School – Report to VES Principal
10 Month Contract – Teacher contract days plus 4 weeks



WE ARE
HIRING

REQUIREMENTS:

- 2 or 4 year degree and/or 3+ years in an office setting
- Proficient telephone and computer skills (word processing, spreadsheets & email)
- Superb communication and organizational skills
- Detail oriented; must maintain confidentiality and accuracy
- Strong interpersonal skills
- Positive & motivated

MAJOR DUTIES:

- Reception
- Student Records
- Data Entry
- Correspondence
- Supervision
- Student Information System (SIS)
- Planning

ELIGIBLE APPLICANTS:

- SEND
- Cover Letter
 - Resume
 - 2-3 current letters of recommendation
 - Transcript
- TO
- Emily Evenson
HR & Payroll
ISD #548
- ✉ eevenson@vikes.us
- ✉ PO Box 642
Pelican Rapids, MN
56572

We are looking for a reliable dedicated and compassionate individual to join our office staff. You will play an important role in the day to day functions of the elementary school. Administrative assistants are responsible for organizing and coordinating office operations and procedures in order to ensure effectiveness and efficiency. This position is subject to working at a computer for long periods of time, bending, or kneeling to assist students and access files.



Why Pelican Rapids Public Schools?

A rich tradition of excellence in academics, athletics, and the arts is woven into the culture of the Pelican Rapids schools. Our real world environment is embraced and celebrated in the district and community.

Pelican Rapids Public School district is financially strong and stable with state-of-the-art facilities including an activities center and fine arts auditorium with world-class acoustics.

Pelican Rapids, located in Otter Tail County, is a unique small town with rich diversity, nestled in the middle of lakes country. It is a place that provides top notch education paired with the appeal of small class sizes. Pelican Rapids Schools currently enrolls approximately 900 students K-12.

Pelican Rapids has a great sense of community, embraces its diversity, and magnifies its small town atmosphere. Our highly qualified employees are very supportive and caring towards students and staff.

Additional information:

- MN BCA background check. Cost = \$15
- If you have a current background check (within one calendar year) at another school, please request they send it to PR Schools.
- A copy of your social security card and drivers license will be needed upon hire.

The tasks listed below are an overview; duties and responsibilities are subject to change based on needs.

- Field and direct phone calls, students, staff and guests as appropriate
- Receipt and delivery of messages
- Plan, coordinate and complete assignments without direct supervision
- Request and send student records
- Collect, enter and maintain timely student enrollment & records into Skyward (SIS) with accuracy
- Compose and rewrite routine correspondence, forms & handbooks
- Communicate changes in scheduling with substitutes
- Supervise students until administrative action can be taken
- Administer first aid or medications
- Scheduling with principal
- Maintain calendars, setup grading periods & course lengths each year
- Print & distribute report cards
- Planning events (student meet & greet, conferences)
- Maintain lunch accounts and invoices for students



<https://www.pelicanrapids.k12.mn.us>

Employment Opportunities are located under the District menu option

Pelican Rapids Public School District is an Equal Opportunity Employer and Educator, who fully and actively supports equal access for all qualified applicants, regardless of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability status, Genetic Information or Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law, and prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint. or otherwise oppose discrimination.