

POSITION ANNOUNCEMENT
NORTH SANPETE SCHOOL DISTRICT
2026-27 School Year

Job Title: Elementary School Secretary
Location: Fountain Green Elementary
Job Type: Full-Time
Contract: 190 days
Salary: Based on district salary schedule

Position Summary

The Elementary School Secretary serves as the first point of contact for students, parents, staff, and visitors. This position provides administrative support to the school principal and staff, ensures efficient office operations, and maintains a welcoming and professional school environment.

Essential Duties and Responsibilities

- Greet and assist students, parents, and visitors in a professional and friendly manner
 - Answer and direct phone calls; respond to inquiries and provide accurate information
 - Maintain student records, attendance, and enrollment data in accordance with district and state policies
 - Assist with registration and withdrawal of students
 - Manage daily attendance reporting and communicate with parents regarding absences
 - Prepare correspondence, reports, newsletters, and other school communications
 - Support the principal and staff with scheduling, meetings, and clerical tasks
 - Handle confidential information with discretion and professionalism
 - Manage office supplies and process purchase orders as needed
 - Coordinate substitute teachers and assist with staff absences (if applicable)
 - Assist with school events, testing coordination, and other school activities
 - Maintain compliance with district policies and Utah State Board of Education guidelines
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Qualifications

- High school diploma or equivalent (associate degree preferred)
 - Previous office or administrative assistant experience, preferably in a school setting
 - Strong organizational and multitasking skills
 - Excellent communication and customer service skills
 - Proficiency in Microsoft Office (Word, Excel, Outlook) and basic office technology
 - Ability to maintain confidentiality and handle sensitive information
 - Familiarity with student information systems (e.g., PowerSchool) preferred
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Benefits

- Utah Retirement Systems (URS) participation
 - Health insurance
 - Paid holidays and leave (per district policy)
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Application Process

Please go to our new [Applicant Portal](#) and create an account or sign in to apply for this position.

Interested applicants should submit:

- Completed district application
- Letters of recommendation

Current Secretaries that are interested, please complete a transfer request and return it to Mindy at mames@nsanpete.org

*****Closing Date: April 24th, 2026 @ 3:00 pm.*****

North Sanpete School District is an equal opportunity employer. Applicants are considered on the basis of employment qualifications without regard to race, color, political affiliation, religion, sex, national origin, age, marital status, medical condition, or disability.