



Aleutians East Borough School District

P.O. Box 429, Sand Point, Alaska 99661

Ph. 907-383-5222 FAX 907-383-3496

Serving the children in the Alaskan communities of:
Akutan, Cold Bay, False Pass, King Cove, and Sand Point

www.aebbsd.org

VACANCY NOTICE

Position: Executive Secretary
Location: AEBSD Central Office - Sand Point

Closing Date: 5:00 PM July 5, 2013
Starting Salary: \$44,000 - \$48,000 DOE

Minimum Qualifications:

- High School Graduate or equivalent
- Excellent people skills
- Excellent written and verbal communication skills
- Type 40 wpm
- Excellent knowledge of computer hardware, Microsoft office software, and other office machines
- Excellent telephone and reception skills
- Ability to Maintain Confidentiality
- Office Skills/Secretarial Experience
- Excellent References
- Valid Alaska's driver's license

Responsible to: Superintendent of Schools or designee

Job Responsibilities:

- Serve as the primary receptionist
- Schedule travel arrangements for the Board and staff
- File, process, and distribute correspondence, policy manuals, and other materials as needed
- File and coordinate District communications, including confidential matters
- Attend Board meetings, preparation of board packets, keeps and prepares minutes, prepares and posts pertinent notices
- Serve as the Board's recording secretary
- Compile student reports
- All other duties as assigned

This is a contracted position: 260 days, 25 days annual leave and additional sick leave. Full health benefit package.

APPLY AT: The Aleutians East Borough School District office, Sand Point, 383-5222, Or by mail at P.O. Box 429, Sand Point 99661

The Aleutians East Borough School District (AEBSD) is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, handicap, or veteran status in employment or provision of services. This includes, but is not limited to admissions, educational services, financial aid, and employment. Inquires concerning the application of Title VI and Title VII of the Civil Rights Act, Section 504 of PL 92-112, and the Age Discrimination Act may be referred to the Superintendent of the AEBSD. The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with necessary, reasonable accommodations that do not impose undue hardship. It is the responsibility of the applicant or employee to inform the Superintendent that an accommodation is needed.

POSTED:

Aleutians East Borough School District

P.O. Box 429

Tel. 383-5222 Fax 383-3496

VACANCY NOTICE

Position: Head Cook

Location: Sand Point School

Qualifications: 18 years of age minimum
Good employment references
Promptness and reliability
Works well with children
Willingness to take direction and also work independently
Ability to cook well balanced and nutritious group meals,
menu planning

Responsible to: Sand Point Principal

Job Responsibilities

1. Plan nutritious and well balanced meals meeting USDA and school standards
2. Cook and serve daily lunch for K-12 students and staff
3. Order and inventory food and supplies
4. Recordkeeping
5. Work effectively with Principal, staff and students
6. Other duties as assigned

Terms of Employment:

1. Range V, \$16.18 to \$19.35 per hour, DOE.
2. Five days per week, last week of August through May, up to six hours per day.
3. Benefits include retirement plan, personal and sick leave.

Application Closing Date: July 5, 2013, 4:00 pm

Submit application to the District Office

POSTED 6/21/13

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