

Grand County School District
264 South 400 East Moab UT 84532



JOB ANNOUNCEMENT

May 15, 2018

Grand County School District is accepting applications for a Attendance Secretary - HS Full Time with Benefits

Job Summary: Must have at least a high school diploma, some college preferred. Proficient with all the Microsoft Office programs. Be a team player working with other office staff to maintain a professional atmosphere in the front office. Will be tracking all attendance and making daily phone calls to parents related to attendance. Work closely with the Assistant Principal to maintain attendance records for meetings and potential court referrals related to attendance. Other work as assigned by the Assistant Principal or Principal.

Salary: According to GCSD Salary Schedules

To Apply: Submit application to:

Grand County School District
264 South 400 East
Moab UT 84532

Applications available on line: www.grandschools.org or at the District Office

Deadline: open until filled
Applicants must pass a background check.

Grand County School District does not discriminate in the provision of services due to gender, race, color or national origin, and works in compliance with the Americans with Disabilities Act.