

Administrative Secretary Lake George Charter School

Lake George Charter School, chartered through Fairplay school district, is seeking applications from qualified and experienced candidates for the position of Administrative Secretary. The school is situated in Park County but is only 4 miles from the town of Florissant and a short 30 minute drive to Woodland Park. The school operates on a 4 day a week schedule with students in school from 7:55 am to 4:00 pm and the position has a work day requirement of 168 days per school year. With competitive benefits for full time staff, the school offers a unique blend of high academic standards with a family centered approach and has strong links to the local communities of Lake George, Florissant, and Woodland Park.

This position begins as a part-time administrative position no later than January, 2018 and becomes full-time in July, 2018 when the current staff member retires. Initial part-time salary will be .5 of the full-time position. Placement on the Salary scale will be dependent on qualifications and experience. The position reports to the school administrator and duties will include but not be limited to:

Attendance and Enrollment

Arranging substitutes

Snow call/delay reporting

School nurse/medication duties

School newsletter

Board meeting minutes

Financial accounting, current CPR certification and office experience would be an advantage.

Visit our website www.lakegeorgecharterschool.org to download and complete the application; all applications must be complete at the time of submission to be considered. Please ensure the following items are attached to your application: Completed Lake George application, resume, 3 current letters of reference, unofficial transcripts and a letter of application indicating how your skills and experience make you an ideal candidate for the position.

The closing date for applications is November 5th, 2017 with initial interviews scheduled to be conducted the week of November 13th. All application materials should be addressed to Dr. Natalie Sardi and be e-mailed to nsardi@lgcsco.org. To request a tour of the school please contact Julie Gilley at 719-748-3911.

Lake George Charter School is an 'Equal Opportunity Employer'.