

## **Position Type: Elementary Office Administrative Assistant**

**Position Details:** 220 Days with 11 Personal days. Hours: Monday - Friday 7:00am to 4:00pm. This position supports the Principal, Assistant Principal, and Elementary Staff. Board paid health insurance provided.

**Qualifications:** Advanced secretarial and computer skills required. Experience with and knowledge of Lumen Touch preferred. Must be able to interact effectively, assertively, confidentially and professionally with the public, staff, parents, and students. Strong multitasking and customer service skills are required, along with the ability to remain organized and efficient in a high-energy, fast-paced environment. A clear fingerprint background check is required.

**Salary:** Commensurate with experience and corresponds to Column E on the Support Staff Salary Scale.

**Application Material:** Please complete the Support Staff application which can be found at [www.lonedell.org](http://www.lonedell.org), under District > Human Resources. Please email the application in addition to the following documents:

- Letter of Interest
- Resume
- Three current letters of reference

*\*All documents are required, partial or incomplete application materials will not be considered or reviewed.*

Documents can be emailed to Jayme Janes at [jjanes@lonedell.org](mailto:jjanes@lonedell.org) OR mailed to 7466 Highway FF, Lonedell, MO 63060.

Applications will be accepted until filled.

Lonedell R-14 School District is an Equal Opportunity Employer.