**Job Details**

**Application Deadline:** Posted until Filled

**Posted:** July 30, 2025

**Starting Date:** August, 2025

**Job Description & Summary**

We are now accepting applications for a full-time **Elementary Secretary** position**.**

Please visit [www.sd365.us](http://www.sd365.us) for a review of our school’s culture, educational philosophy and what we’re looking for in our teammates. The Elementary Secretary position is responsible for:

* Ordering and invoicing school supplies, as requested by the principal and send to Business Manager
* Scheduling appointments and activities, with patrons, service providers and parents
* Developing and maintaining student records/Power School
* Keeping immediate supervisor (Principal) informed of activities and problems related to daily operations and student needs
* Registering new students and send records requests for exiting students
* Calling and scheduling substitute teachers; submitting leave requests for staff absences
* Preparing classified time sheets for Business Manager
* Serving as the homeless liaison under the direction of the Federal Programs Director
* Assisting with point of services duties and serving and preparing breakfast, lunch and snack, under the direction of the Food Service Director
* Tracking and recording lunch counts, under the direction of the Food Service Director
* Maintaining school records, under the direction of the Business Manager; includes managing depositing funds into District and school-specific accounts as needed.
* Accounts Payable
* Accounts Receivable
* Payroll, Payroll Taxes
* Bank Reconciliations
* State and Federal Reporting
* Scheduling Parent-Teacher Conferences
* Assisting in scheduling teacher-led field trips, with approval from administration
* Developing and distributing attendance notices
* Maintaining and inputting student data into PowerSchool (the District’s student management system)
* Maintaining and reporting on compliance related to student immunization records
* Attending and staffing after-hour school functions
* Assisting and leading established drills (fire drills, etc)
* Assisting with morning breakfast routines, afternoon dismissal routines and minor busing issues related to routes and student/parent needs
* Managing Map progress monitoring platform for all BGV K-8 students
* Attending staff meetings and professional development
* Providing attendance reports to teachers and district staff as needed
* Assisting Business Manager with ISEE reporting
* Assisting minor student health needs, including taking student temperature, calling parents due to illness, conducting head lice checking under the direction of the Principal and administering medication to students according to established school policy under the supervision of the Principal
* Supporting students with minor illness and behavioral needs
* Knowing and following school policy and chain of command
* Maintaining and respecting professional boundaries
* Performing other duties as assigned

**Primary Responsibility To**

* Building Principal

**Qualifications**

* Maintains student, staff and family confidentiality
* Works well with pressure and deadlines
* Knowledgeable with computers (word processor, data bases, spread sheets)
* High school diploma
* Excellent organizational skills
* Citizenship, residency or work VISA in United States required

**Salary**

Dependent on District Salary Schedule and state-provided career ladder

**Please Submit:**  
1. Classified district application (available through website or District Office 208-834-2260)  
2. Letter of intent/cover letter  
3. Resume, including unofficial or official transcripts

Position Type: Full-time

Positions Available: 1

This position will remain posted until it is filled.

**Contact Information**

Bruneau Grand View Joint School District 365  
Attention: JayDene Aquiso - Human Resources

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