<u>Elementary Administrative Assistant</u>
Permanent position, 190 days; 8.0 hours per day (7:30 AM – 4:00 PM). Responsibilities include tracking student attendance, preparing reports, communicating with stakeholders, maintaining various database files, and helping to support students in the classroom. Secretarial experience preferred. Strong interpersonal, organizational, and computer skills are required.

Deadline for internal applications: open until filled
Deadline for external applications: open until filled

View details and apply via Recruit & Hire at: https://acschools.tedk12.com/hire/index.aspx
EOE