



## **KIMBERLY SCHOOL DISTRICT**

Superintendent – Luke Schroeder

Program Director – Matt Schvaneveldt District

Clerk – Cassandra Searby

Business Manager – Laurie Wirtz

Board of Trustees: Curtis Giles, Zachary Kelsey, Chad Allen, Rex Ward and Leah Meeks

### **Job Opportunity: Full-Time District Office Administrative Assistant**

The Kimberly School District is seeking to hire a Full-Time District Office Administrative Assistant for the upcoming school year. The selected candidate must be available for training in the Spring of 2025 and have a start date Summer of 2025.

#### **Position Overview:**

This is a 220-day per year position with a flexible summer schedule. The individual will be responsible for providing administrative and secretarial support to assigned administrators, managing communications, coordinating activities, and ensuring smooth office operations.

#### **Key Responsibilities:**

- Provide administrative and secretarial support to district leadership.
- Manage communication and scheduling needs for the district office.
- Coordinate activities to ensure efficient office operations.
- Maintain confidentiality and exhibit a positive, professional image.
- Handle multiple tasks effectively and demonstrate strong problem-solving abilities.

#### **Qualifications:**

- A dynamic personality with a strong understanding of Kimberly community.
- A flexible work ethic and the ability to juggle multiple tasks.
- Knowledge of PowerSchool, Frontline, Canva, social media platforms, and Office products is a plus.

#### **Benefits:**

- Comprehensive benefits package, including health, dental, vision, and life insurance options.
- PERSI retirement plan.
- Paid holidays, preventative, sick, and personal leave.

#### **Application Deadline:**

- March 14, 2025.

#### **How to Apply:**

To apply, please submit a classified application, resume, and letter of interest to Cassandra Searby at [csearby@kimberly.edu](mailto:csearby@kimberly.edu).

Detailed Job Description can be found at <https://www.kimberly.edu/district-office-administrative-assistant>