

Gilpin County School District RE-1  
**District Receptionist and Secretary**  
Vacancy Notice 2017/2018 School Year

**Position Type:**

District Receptionist and Secretary

**Date Posted:**

7/5/17

**Location:**

Gilpin County School District

**Date Available:**

August 14, 2017

**Qualifications/Job Description**

The Gilpin County School District RE-1 seeks a District Receptionist and Secretary for the 2017/2018 school year. Gilpin County Schools are on a 4-day a week schedule, Monday through Thursday. This position begins August 14, 2017. Application Packet review will begin on August 4, 2017. The position is open until filled.

The successful candidate will have the following skills:

- Successful work experience in Education, Business, or Communications/Marketing.
- Education and training in in Education, Business, or Communications/Marketing.
- Demonstrated ability to work collaboratively in a team environment using good communication skills with students, staff, parents, and patrons.
- Knowledge and practical application of technology software and hardware.

**Qualifications:**

- Minimum Requirement: High School Diploma or Equivalent. Bachelor's Degree in Education, Business, or Communications/Marketing preferred.
- One to 3 years of relevant experience in Education, Business, or Communications/Marketing preferred.

**Job Goals:**

To promote the school organization through communication methods; to support school programs and practices for students, staff, parents, and patrons; to establish effective rapport and relationships with students, staff, parents, and patrons; to participate as a member of the school team.

**Performance Responsibilities:**

- Greets and interacts with District parents, community patrons, visitors and vendors.
- Receives and directs incoming telephone calls and directs inquiries and messages to proper destinations throughout the district.
- Create email and other communication methods on a routine basis and during emergencies for parents, patrons, and the media.

- Maintains and updates the District website. Maintains and updates the District Events Calendar.
- Supports Human Resource processes and procedures that include, but are not limited to, maintaining personnel records for employees, medical leave files, and volunteer files, performing background checks, entering data into the management system, and submitting state and other required reports. Daily point of contact for substitute workers and volunteers.

**Salary:**

Hourly rate is based on Classified Salary Schedule. Outside experience is credited up to 5 years on salary schedule.

**Employment Period:**

165 days per year

**Application Process:**

- Download a *classified personnel application* at [www.gilpin.k12.co.us](http://www.gilpin.k12.co.us)
- A complete packet includes: classified personnel application, cover letter, resume, and three letters of recommendation dated within the last year.
- Send a complete application via email with attachments to David MacKenzie [dmackenzie@gilpin.k12.co.us](mailto:dmackenzie@gilpin.k12.co.us)
- Or, mail or bring your completed packet to: David MacKenzie, GCSD, 10595 CO 119, Black Hawk, CO 80422. Drop-off packets at the school on or after August 1, 2017, Monday through Thursday, 8 a.m. to 4 p.m.

**Equal Opportunity Employer:**

Gilpin County School District RE-1 is an equal opportunity educational institution and shall not discriminate on the basis of a person's race, color, national origin, religion, sex, age, disability, sexual orientation, genetic information, or any other applicable status protected by federal, state, or local law. For information regarding civil rights or grievance procedures, contact Superintendent, Gilpin County School District RE-1, 10595 Highway 119, Black Hawk, CO 80422, 720-562-3100, or contact the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204, 303-844-5695.