



# Chugach School District

9312 Vanguard Drive  
Anchorage, AK 99507-5355  
(907) 522-7400 Phone  
(907) 522-3399 Fax  
[chugachschools.com](http://chugachschools.com)



Please Post

## POSITION VACANCY ANNOUNCEMENT

### SECRETARY

#### FOCUS Homeschool - Fairbanks

Salary: DOE – Chugach Salary Schedule  
Eligible for benefits including medical/dental insurance, and vacation sick leave.

Hours: 40 per week during school year, flexible summer hours

Length of Contract: Year round

#### Required Qualifications:

- Knowledge of homeschooling is desirable
- Detail Oriented/ Strong organizational skills
- Ability to use time management and prioritization skills
- Excellent communication skills
- Proficient in use of Microsoft Office
- Ability to work with a diverse population
- Strong Interpersonal Skills
- Positive, enthusiastic, energetic, and optimistic
- Ability to build and sustain positive business and educational partnerships
- Committed to excellence, organization, efficiency, and flexibility
- A Learner, Team Member, And Motivator

#### Duties:

This position is responsible for receiving and processing financial paperwork, tracking and reconciling student records, and establishing and maintaining accounts. Must use desktop publishing, excel spreadsheets, maintain files, and answer phones. Will maintain a working knowledge of other office responsibilities to provide additional support as needed. Other duties as assigned.

*As an essential service provider, FOCUS Homeschool will strive to maintain in-person office hours working with the public following local and state health mandates.*

**Opening Date:** November 13, 2020

**Closing Date:** Until Filled

#### Application Procedure:

*Submit the following:*

- Complete Application, Cover Letter, Resumes, References
- Application may be submitted to

Annie Dougherty, FOCUS Homeschool

234 Front Street Suite 100  
Fairbanks, AK 99701  
907-457-2545

e-mail: [adougherty@chugachschools.com](mailto:adougherty@chugachschools.com)