



NORTH STAR CHARTER SCHOOL

Job Title: High School Secretary

Location: Boise, ID

Position Type: Full Time

Reports to: Head of School

SUMMARY:

The Charter School Secretary plays a key administrative role in supporting the school's daily operations. This position is responsible for handling a variety of tasks that ensure the smooth and efficient functioning of the school office. The Secretary serves as a primary point of contact for staff, students, parents, and the community, while providing administrative and clerical support to school leadership. The ideal candidate will be organized, detail-oriented, and able to work in a fast-paced, school environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative Support:

- Provide general administrative and clerical support to the principal, teachers, and school staff.
- Manage and maintain school records, files, and documents in compliance with school policies and legal requirements.
- Prepare and edit correspondence, reports, newsletters, and other documents as requested by school leadership.
- Assist in preparing agendas, taking minutes, and distributing notes for meetings.

Communication and Liaison:

- Act as the first point of contact for parents, students, staff, and visitors, either in person, by phone, or via email.
- Ensure timely communication regarding school events, closures, or emergencies to students, parents, and staff.
- Coordinate and schedule appointments, conferences, and meetings for the school leadership team.



NORTH STAR CHARTER SCHOOL

- Respond to inquiries, requests for information, and direct individuals to appropriate staff members or resources.

Student and Family Support:

- Assist with student enrollment, registration, and attendance processes.
- Support the preparation and distribution of student-related forms, notices, and other materials.
- Help maintain accurate student attendance records and assist in following up on absenteeism.
- Coordinate and communicate with parents regarding student performance, schedules, and school events.

Office Management:

- Manage office supplies, inventory, and equipment to ensure availability and functionality.
- Maintain and organize office spaces to ensure an efficient and welcoming work environment.
- Assist in processing payroll and maintaining staff attendance records as required.
- Maintain school calendars, including scheduling events, meetings, and appointments.
- Assist in the preparation of budget reports and maintain accurate financial records for the office.

Data Entry and Reporting:

- Maintain accurate and up-to-date records for student enrollment, attendance, and academic performance.
- Assist with data entry into school management software and ensure data integrity.
- Prepare regular reports for administration, including attendance summaries and other required documentation.

Event Coordination and Support:

- Assist with organizing school events, activities, and special programs.
- Coordinate logistics for events, such as setting up spaces, coordinating schedules, and communicating with parents and staff.
- Provide support for school functions and after-school programs as needed.

Other Duties as Assigned:

- Assist with other administrative tasks as assigned by the principal or office manager.
- Provide backup support for other administrative roles, such as the receptionist, as necessary.



NORTH STAR CHARTER SCHOOL

QUALIFICATIONS:

- High school diploma or equivalent (Associate's degree or higher preferred).
- Proven experience in an administrative or clerical role, preferably in a school or educational environment.
- Strong organizational skills and attention to detail.
- Excellent communication skills, both written and verbal.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience with school management software (e.g., PowerSchool, Skyward) is a plus.
- Strong interpersonal skills and the ability to work effectively with students, parents, and staff

WORK ENVIRONMENT:

- The position is Monday through Friday, during school hours, with occasional evening or weekend hours for special events.
- The work environment is fast-paced and requires multitasking and attention to detail.
- Physical demands include sitting for extended periods and occasional lifting of supplies or materials.

APPLICATION PROCESS:

To apply for a teaching position at North Star Charter School, please submit a resume, cover letter, and three professional references to:

Belle Garner, Business Manager, bgarner@northstarcharter.org
Justin Durflinger, Secondary Principal, jdurflinger@northstarcharter.org

Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Employer

North Star Charter School is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.