Spearfish School District 40-2
VACANCY NOTICE

CLASSIFIED POSITION AVAILABLE

West Elementary
Administrative Assistant

Desirable skills include:

- ✓ Strong computer skills
- ✓ Informational system management
- ✓ Time management
- ✓ Oral and written communication skills
- ✓ Problem solving
- ✓ Manage multiple tasks and roles in a complex setting
- ✓ Flexibility

This position assists in the organization, operation and all facets of the day-to-day activities at West Elementary, while promoting an atmosphere conducive to the effective operation of the school, and to ensure that optimal services are made available to the staff, students and parents/guardians.

- ✓ 8 hours per day – 10 month position
- ✓ $17.70 per hour

APPLICATION

Classified applicants must apply on-line through the Black Hills Special Services Cooperative Consortium Frontline Education Program http://www.applitrack.com/bhssc/onlineapp/

CLOSING DATE

December 7, 2026

The Spearfish School District is an equal opportunity employer and does not discriminate on the basis of race, national origin, religion, age, sex, marital status or disability. Successful candidate will be expected to pass a criminal background investigation.