

FREMONT COUNTY SCHOOL DISTRICT #1

Lander, Wyoming
An Equal Opportunity Employer

VACANCY ANNOUNCEMENT

September 23, 2025

POSITION: Office Assistant

LOCATION: Lander Valley High School

SALARY: \$18.43/hr. minimum; full-benefits; this position works 194 days per school year **WORK**

SCHEDULE: 194 days per school year, 8 hrs per day, M-F

START DATE: As soon as possible

APPLY BY: Open Until Filled, Preferred Application date is October 2, 2025

DESCRIPTION: This position maintains computerized and hard-copy student records and files and provides information to authorized parties in compliance with established policies. Applicant must provide general clerical support, information and or direction as may be assigned. Must have ability to work with/learn a variety of software and hardware including but not limited to Infinite Campus, Google and Microsoft Office . Assistant is responsible for providing immediate minor medical attention to students in compliance with established policies and under the direction of the school nurse. Communicates with students, teachers, parents, and district employees for the purpose of attendance, resolving problems and coordinating activities and processes. Assistant serves as receptionist for administration, school nurse, and counselors.

QUALIFICATIONS: Target job related education (two years of study 48 semester credits at an institution of higher learning or have an associate's degree or pass the District's basic skills test.) Must be proficient on computer and willing to learn specific school management software. Must have excellent public relations skills and a desire to work with adolescent students.

TO APPLY: Visit our website at www.landingschools.org, click on the 'About Fremont #1' tab and follow the instructions for completing the online application.

Phone: 307-332-4711 E-mail: hr@landingschools.org

Fremont County School District #1 does not discriminate on the basis of age, race, color, creed, religion, ancestry, national origin, sex, sexual orientation, veteran status, marital status, or disability in admission or access to, or treatment or employment in, its educational programs or activities. FCSD#1 operates in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973.

Inquiries concerning Title VI, Title IX, ADA, and Section 504 may be referred to the Director of Curriculum & Assessment (who is also the Coordinator for the Office for Civil Rights), Fremont County School District 1, 400 Baldwin Creek Road, Lander, WY 82520 or telephone (307)-332-4711; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, WY 82202-0050, or telephone (307)-777-6218; or Office for Civil Rights, U.S. Department of Education, Region VIII, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582; Telephone: 303-844-5695; FAX: 303-844-4303; TDD: 877-521-2172; Email: OCR.Denver@ed.gov. The District hires only U.S. citizens and lawfully authorized alien workers.