

FREMONT COUNTY SCHOOL DISTRICT #1

Lander, Wyoming
An Equal Opportunity Employer

VACANCY ANNOUNCEMENT

October 15, 2025

POSITION: Office Assistant - Attendance Secretary

LOCATION: Lander Valley High School

SALARY: \$18.43/hr. minimum; full-benefits

WORK SCHEDULE: 194 days per school year, 8 hrs per day, Monday - Friday

START DATE: As soon as possible

APPLY BY: Open Until Filled

DESCRIPTION: The job of Office Assistant - Attendance is done for the purpose/s of providing support to the educational process with specific responsibilities for ensuring accurate attendance accounting within the District; resolving attendance related issues; conveying attendance related information to appropriate parties and providing general clerical support, information and/or direction as required. Responsibilities include, but are not limited to: administers a wide variety of attendance related processes and activities; creating students passes, notifying parents/guardians of student absences, compiling admission slips and class release forms, tracking student attendance, researching and correcting discrepancies related to attendance, preparing reports and letters to parents, provides support to the activities director and other school staff, manages homework assignments for absence students, and other duties as assigned.

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 district and school related systems. 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, religion, national origin, sex, 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 Curriculum Director (who is also the Coordinator for the Office for Civil Rights), Fremont County School District 1, 863 Sweetwater, Lander, WY 82520 or telephone (307)-332-4711; the Wyoming Department of Education, Office for Civil Rights Coordinator, 122 W. 25th Street, Suite E200, Cheyenne, WY 82002-2060, or telephone (307)-777-7222; or Office for Civil Rights, Denver Office: U.S. Department of Education; Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3482; Telephone: 303-844-5695; TDD: 800-877-8339; email: OCR.Denver@ed.gov. This information will be provided in an alternative format upon request.