

Galena City School District

P.O. Box 299
Galena, Alaska 99741

Position Notice

May 22, 2026

Position Opening:

IDEA – Receptionist/Secretary (Palmer)

Start Date:

ASAP

Qualifications:

1. High School diploma, required
2. Strong background in customer service
3. Positive interpersonal skills
4. Strong clerical skills
5. Demonstrated computer skills
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Job Goal:

To ensure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

Application Procedure:

Complete GCSD application on the Galena City School District website located at <https://www.gcsdk12.org/jobs>

Salary:

Per GEA Agreement – Range 8

Closing Date:

Until filled

GALENA CITY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER