

# **Galena City School District**

**P.O. Box 299  
Galena, Alaska 99741**

## **Position Notice**

Sept 4, 2026

### **Position Opening:**

Administrative Assistant for Student Support Services

### **Start Date:**

ASAP

### **Qualifications:**

- High school diploma or equivalent; additional clerical, office management, or data management training preferred.
- Demonstrated proficiency with computer applications, database systems, student information systems, and electronic records management.
- Ability to maintain confidential student and personnel information in accordance with FERPA, IDEA, Section 504, Medicaid, and district policies.
- Strong organizational, communication, customer service, and problem-solving skills.
- Ability to establish and maintain effective working relationships with staff, families, agencies, contractors, and service providers.
- Ability to manage multiple tasks, timelines, and deadlines with accuracy and attention to detail.
- Ability to learn and effectively use district software programs, including PowerSchool, Embrace IEP & 504, OASIS reporting systems, and other data management tools.
- Promote a positive image of the District and maintain professional interactions with students, families, staff, and community partners.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **Job Goal:**

Provide administrative, compliance, data management, enrollment, records management, and program coordination support for the District's Special Education and Section 504 programs. Support accurate student records, state and federal reporting, Child Find activities, enrollment and transfer processes, school-based Medicaid documentation, related service coordination, and compliance with district, state, and federal requirements. Serve as a liaison among families, schools, service providers, and community agencies to support timely, accurate, and student-centered services while advancing the District's commitment to partnering with families, serving the whole child, and ensuring students have access to appropriate educational opportunities.

### **Application Procedure:**

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

### **Closing Date:**

Until filled

**GALENA CITY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**