

JOB ANNOUNCEMENT

Office Secretary

Location: 3005 South 2900 East, Salt Lake City, UT 84109 PH: 801-474-2066

School: Canyon Rim Academy, a K-6 Charter School

Position Start Date: August 4, 2025

Hours M-F: 8:00 am to 4:00 pm [6 weeks off during the summer and all school holidays]

Salary Range: \$41,000 to \$45,000 annually depending on experience/qualifications; plus health/dental/vision insurance, 401(k) match and other perks.

Position Overview: We are looking for a friendly, organized, and approachable individual to join our front office team. The ideal candidate will excel in creating a warm, welcoming environment for students, families, and staff. They should be able to manage tasks efficiently while fostering positive relationships and promoting collaboration throughout the school community.

Requirements and Qualifications: The candidate must have a high school diploma or equivalent. An associate's degree is preferred. Previous experience in administrative support, specifically within a school environment, is highly preferred. Strong organizational, communication, and time management skills are essential, along with the ability to multitask, prioritize daily tasks, and pay attention to detail. Proficiency in MS Office (Word, Excel, PowerPoint, Outlook). The candidate must also be able to maintain confidentiality and handle sensitive information appropriately. Fingerprinting and a background check are required before employment.

- Answer and direct phone calls, emails; prepare and edit documents and reports.
- Manage daily lunch program operations, including tracking balances, field trip lunches, and free/reduced lunch documentation.
- Track daily student attendance and tardies; prepare attendance reports and report trends.
- Support other staff in organizing and executing office activities; manage visitor check-ins, assist with the preparation and submission of mandatory compliant reports
- Maintain and update school and teacher calendars, coordinate school events, meetings, and cross-functional tasks. Assist with administrative requests to organize and manage data.
- Oversee office and library supplies, manage teacher budgets, and ensure all office equipment and supplies are fully stocked and operational.
- Coordinate field trips, including bus transportation and lunch arrangements.
- Help prepare financial reports for budget tracking audits, and compliance with regulations.
- Support student health recordkeeping, including immunization forms, vision screenings, and medication documentation.

To apply, please submit your resume to cmitchell@canyonrimacademy.org. Please include a day time phone number. Position available until filled.