



Elementary Secretary

Starting Date: Immediately

Location: 898 West 1100 South, Spanish Fork, Utah 84660

Hourly Pay: \$11- \$13 per hour based on experience

Closing Date: Open until filled

Qualifications and Experience:

1. High School Diploma or equivalent
2. Self-motivated, efficient, congenial, flexible, interface well with people, and work well under pressure
3. Positive attitude
4. High sense of professionalism
5. Ability to work with a team
6. Ability to speak Spanish (Preferred)
7. Basic computer skills with Word, Google, and Excel

Interested candidates should send a resume to:

Assistant Principal Rhett Anderson at randerson@americanleadership.net