

CONFIDENTIAL ADMINISTRATIVE ASSISTANT

SUMMARY

Independent School District #2711 is seeking an individual to perform the duties of Confidential Administrative Assistant. The Confidential Administrative Assistant provides administrative assistance to the Superintendent and School Board by performing office functions in the areas of school board and administrative actions, employment and personnel issues, contract interpretation and obligations, reports and surveys such as are required by the Minnesota Department of Education, Minnesota School Board's Association, and the State of Minnesota. Monitor and post all district meetings in accordance with state statutes, prepare, assemble and distribute information to appropriate administrators and board members. Serve as confidential assistant to the school district and board of directors. High level of confidentiality and discretion. Strong organizational skills and ability to manage multiple tasks.

COMPENSATION

This position is 32 hours per week, year-round. The salary is covered under the agreement with the Confidential Clerical Unit. Salary range is from \$28.32 to \$33.90. Benefits include health, dental, life, 403B match, sick leave and vacation.

APPLICATION REQUIREMENTS

Cover Letter

Resume

Non-Certified Employment Application

CONTACTS

Please submit materials to:

Jeff Burgess
Superintendent
Mesabi East School District
601 N 1st St W
Aurora, MN 55705

POSTED: May 5, 2026