



Mollie Harings, Principal
Chris Reitan, Superintendent
www.paceschool.net
866-864-5491

Employment Opportunity
July 19, 2021

PACE Statewide Correspondence School Part Time Secretary in Ketchikan

The Company:

PACE Statewide Correspondence School offers homeschool support for Alaskan families. A correspondence school is homeschool learning through parent-provided education at no cost to the family. We offer curricular support and individualized assistance from state certified teachers through the use of public school funds. PACE is part of Craig City School District on Prince of Wales Island, and has three locations serving different areas of the state.

The Position:

We are looking for a motivated, self-directed person to fill a part time receptionist position in Ketchikan. We are looking for someone who enjoys working with students and their families, and is able to do clerical work, data entry, and support the teacher in a variety of ways. High School diploma is the minimum requirement. Post High School education and prior experience in a similar position are preferred. Salary is \$19.28/hour

The Benefits:

- Part Time, Flexible Schedule Monday through Friday
- 10 Month employment, 29 hours a week
- State retirement
- Optional participation in District health plan with co-pay.

Interested?

Submit a district, classified application, from <https://www.ccsd.k12.ak.us> and resume by August 13, 2021 to Mollie Harings at mharings@craigschools.com.

CRAIG

100 School Road
P.O. Box 800
Craig, AK 99921
907-826-3274

KETCHIKAN

2417 Tongass Ave.
Suite 217
Ketchikan, AK 99901
907-225-3274

ANCHORAGE

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