

ESage Front Desk Attendant

Sage International School of Boise

ESage Program

Position: Classified - Part-Time

Work Calendar: 4-6pm M-TH and split shift on Fridays (7:30-10am & 3:30-6pm)

Salary: \$14 hourly



Description:

Sage International School, a public school choice, has an opening for an ESage Front Desk Attendant who will be greeting and helping families during the pickup and drop off times for the ESage program. This role will be under the guidance of the ESage Coordinator and will generally work Monday-Thursday after school and then split shifts on Friday. **Flexibility is available on Friday morning depending on candidates availability.**

Qualifications:

- Ability to maintain a welcoming environment and build genuine relationships with families.
- Excellent organizational skills.
- Must be able to lift 50 pounds in weight.
- Able to handle multiple tasks simultaneously and use sound judgment.
- Ability to respond to safety and emergency situations.

To apply, please send a completed Classified Employment Application AND a resume to jobs@sageintl.org

NOTE:

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.