

PLEASE POST

PLEASE POST

PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

1988 Polk Street
Gary, IN 46407

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Peter Morikis, Emergency Manager

Job Title: School-based Secretary
Department: Elementary Schools
Reports To: Principal
FLSA Status: Non-Exempt
Job Status: Full-time, Classified
Funding Source: General Fund
Salary: \$33,000.00 - \$35,880.00 (46 weeks a year)

PURPOSE STATEMENT

The school-based secretary will have assignments and duties that are associated with operation of the school and its instructional programs including but not limited to school registrar, school treasurer, communication/customer service representative and student recordkeeping. This role includes the maintenance of confidential student records and more direct contact with students, parents/guardians, and instructional staff at an assigned school location.

ESSENTIAL FUNCTIONS

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

School Registrar:

- Prepares various types of correspondence and reports (e.g. state/federal reports; bulletins; notices; etc.)
- Maintains various types of school records (e.g. office and classroom folders; attendance records; enrollment counts; up-to-date class list; immunization records, grades and transfer information; etc.)
- Maintains student and/or staff data (e.g. student suspensions) in required computer programs.

School Treasure:

- Knowledge of modern financial accounting and record keeping
- Familiarity with the laws, regulations, procedures and policies related to school-based finances
- Ability to follow oral and written instructions
- Ability to collect count and secure funds in a safe location

- Ability to keep financial records, prepare reports with integrity, and good judgement
- Ability to keep information confidential.
- Orders various school and/or student materials (e.g. instructional materials, office supplies, textbooks; etc.)

Customer Services:

- Acts as the liaison between the school site and the general public by researching and conveying information concerning rules, regulations, policies, and laws
- Greets and directs visitors throughout the building
- Maintains internal and external communication
- Keeps school information confidential.
- Processes, receives, sorts, and distributes a variety of correspondence, deliveries and mail.
- Responds to requests for information from staff and the general public.
- Answers routine questions.
- Directs visitors to appropriate locations.
- Maintains regular attendance and punctuality.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

Knowledge of standard clerical procedures, excellent grammar (oral and written), proper phone etiquette, Microsoft Office (including but not limited to Word, Excel, Publisher), and standard filing systems; operate standard office equipment; accurately prepare, create, and edit memos, reports, letters and other documents, maintain complex student databases and information systems, learn new information systems as needed; communicate effectively in oral and written form; proofread material and make necessary corrections; utilize time management skills to organize and prioritize work, understand and apply rules, laws, and procedures; work independently, maintain confidentiality of student and program information; work cooperatively and effectively with students, parents/guardians, administrators, and the general public.

Ability to:

- Learn and process information quickly.
- Computer hardware, software and peripherals used to maintain logs, databases and routine correspondence.
- Enter student and school data with accuracy.
- Establish and maintain effective working relationships with employees, students, parents, and the public.
- Handle multiple tasks simultaneously.

- Work without close supervision; perform satisfactorily under pressure and with frequent interruptions.
- Communicate effectively in writing or orally to sufficiently exchange or convey information and to receive work direction.
- Use interpersonal skills to interact with coworkers, supervisor, the general public, etc.

EDUCATION AND EXPERIENCE

High School Diploma, or G.E.D., and one (1) year of general office or basic customer service experience; and/or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

CERTIFICATION

None.

PHYSICAL DEMANDS

The physical demands described there are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Required Testing

- Drug Test

Certificates & Licenses

- Fingerprinting/Background