

School District Position Description

JOB INFORMATION:

Title/Position: Elementary Secretary
Date Posted: February 10, 2023
Date Closed: Until position is filled
Employment Type: Full-Time
Corporation Name: Loogootee Community School Corporation

SUMMARY: To assist in providing a well-organized, efficient school office in which students can take full advantage of the instructional program and available resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assist and accommodate school visitors.
- Receive and route incoming calls.
- Process incoming and outgoing mail.
- Maintain student attendance and record as required.
- Call parents/guardians to verify unexcused absences.
- Obtain assignments for students on extended absence or suspension as needed.
- Maintain teacher attendance and record substitute teachers.
- Obtain needed substitute teachers.
- Maintain permanent student records as required.
- Compile and distribute various reports, such as grade and progress.
- Produce class and student base lists.
- Produce the master schedule for faculty and students as required.
- Coordinate and publish school calendar, such as meetings and use of facilities.
- Provide clerical support, such as typing letters or recommendations, as requested by the building administrators.
- Create and update student demographics, such as updating STN, change of address or scheduling, in the student information system.
- Prepare and submit state reports via student information system as required.
- Assist with State Board of Account audits as needed.
- Administers first aid and prescription medication to students under the supervision of a healthcare professional for the purpose of meeting immediate healthcare needs.
- Maintains requisitions in inventory of supplies and materials for the purpose of ensuring item availability.
- Assist with accounting functions for incoming monies in receipts for student body and other various accounts while supporting school accounting functions.
- Participate in training programs as assigned.

APPLICATION MATERIALS: Completed Classified Employment Application

CONTACT INFORMATION:

Name: Lacey Wade, Principal
Email: lwade@loogootee.k12.in.us