

SCHOOL CITY OF WHITING VACANCY ANNOUNCEMENT

Nathan Hale Elementary School

Position: Nathan Hale Elementary School Attendance Secretary

Salary: \$14.75 per hour; 9 month position, 184 days

Qualifications:

High school diploma or equivalent is required and one year of general office experience. Must be able to keyboard at a moderate rate of speed, maintain confidentiality, and working knowledge of office management techniques, including PC usage and Microsoft Office.

Responsibilities:

- Serve as confidential secretary to the elementary main office, including student attendance record keeping, reporting and parent communication.
- Upload files for school records
- Maintain a variety of computerized and manual records , files, and departments databases (e.g. information packets, rosters, listings, calendars etc.) for the purpose of documenting activities, providing reliable information while complying with district, state and federal requirements.
- Assist with the daily running of the school office
- Prints students IDs
- Greet all incoming visitors for the purpose of ensuring sign in/out as required
- Run limited background checks on volunteers
- Communicate in a positive and effective manner with staff, students, parents and/or visitors.
- Works in fast-paced environment with many interruptions, performs multiple tasks at the same time.
- Other duties as assigned by the building Principal
- Bilingual is a plus

Posting Period: March 10, 2023 until filled

Application:

All applicants must apply online. Please visit our website at www.whiting.k12.in.us. In the Human Resources section, under job opportunities, you will be able to view current openings and instructions on how to apply online.

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