

LAKE CENTRAL SCHOOL CORPORATION

8400 Wicker Avenue
St. John, IN 46373
365-8551

SUPPORT SERVICES STAFF
February 11, 2016

Secretary (9 Month) Kolling Elementary School

Qualifications

- Executive Secretary Experience Preferred
- Past experience in a similar position
- Proven track record of ability to maintain a high degree of confidentiality

Essential Skills and Abilities

- Strong interpersonal skills
- Ability to greet visitors with enthusiasm and professionalism
- Strong clerical and organizational skills
- Proficient with Microsoft Office including Excel and PowerPoint and Publisher
- Proficient with Google Applications
- Excellent listening and writing skills
- Ability to work both independently and as a team member
- Must exhibit neatness and accuracy in all work

Duties

- Provide clerical support to administration
- Maintain building and student records
- Maintain school activity calendar
- Maintain school inventory and monitor supplies
- Ordering and tracking of materials
- Greet and assist visitors
- Answer telephone and resolve some routine and some complex inquiries
- Screen telephone inquiries and redirect when appropriate
- Contact and place substitute teachers as needed
- Prepare and compose routine memos, correspondence, and mailings
- Perform other duties as assigned for the purpose of ensuring efficient and effective functioning of the school

Salary and Benefits

- Nine month position, 8 hours per day, additional days may be required.
- Hourly rate: \$14.65
- Benefits in accordance with the 9 month Information Sheet

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Apply online only at www.lcsc.us; Select Job Opportunities under About LCSC/Human Resources
Select type of position: Secretarial/clerical/library

Direct questions to:

Cassandra Cruz, Principal
Kolling Elementary School
8801 Wicker Ave. St. John, IN 46373
Phone 219-365-8577

Deadline: February 16, 2015 and thereafter until filled

Lake Central School Corporation is an equal opportunity employer which does not discriminate on the basis of race, religion, color, national origin, gender, disability, age, marital status, genetic information or any other legally protected characteristic. Candidates will be screened, interviewed and employed on the basis of personal and professional qualifications and, where applicable, certifiable training, commensurate with the position. Offers of employment are contingent upon the results of personal background checks pursuant to Board Policy.