

## Valparaiso Community School Corporation

### **POSITION AVAILABLE**

Valparaiso Community Schools  
Valparaiso IN 46385

**TITLE:** Middle School Summer School Secretary

**DATES:** July 9- July 27

**TIME:** 7:00 a.m. to 1:00 p.m.

**QUALIFICATIONS:**

1. High School Diploma or higher
2. Competent communication and writing skills
3. Computer literate skills
4. Working knowledge of Skyward

**REPORTS TO:**

Building Principal

**JOB GOAL:**

To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

**PERFORMANCE RESPONSIBILITIES:**

1. Checks attendance and calls parent on of absent students.
2. Maintains such student records as shall be required.
3. Receives and routes incoming calls.
4. Orders and maintains supplies as needed.
5. Performs any bookkeeping tasks associated with the specific position.
6. Assists teachers in preparing instructional materials as requested.
7. Processes all changes and adjustments in student schedules.
8. Welcomes visitors and arranges for their comfort, and screens unexpected callers in accordance with predetermined policy.
9. Operates word processors, computers, calculators, copiers, and facsimile machines.
10. Performs such other tasks and assumes such other responsibilities as the Building Principal may from time to time assign or delegate.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of classified staff.