

Valparaiso Community School Corporation

POSITION AVAILABLE

Valparaiso Community Schools
Valparaiso IN 46385

TITLE: Office Aide

QUALIFICATIONS: 2 years of college or Praxis Test minimum, Bachelor's Degree Preferred,
Teaching License Preferred

REPORTS TO: Building Level Administrator

PERFORMANCE RESPONSIBILITIES:

1. Collaborate with office staff to assist with attendance, guidance, and clinic.
2. Supervise during lunch as assigned by administrators.
3. Organize and maintain student files.
4. Maintain ethical behavior and confidentiality of information about students.
5. Participate in in-service training programs, as assigned.
6. Perform other duties as requested by the principal.

SALARY: \$10 per hour, 6.5 hours per day, 180 days per year

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Applications will be accepted until a successful candidate has been identified.

Please complete the Classified application found on the Valparaiso Community Schools Website.