

# Valparaiso Community School Corporation

Valparaiso High School

Title:                   **Principal's Secretary**

Qualifications:

- People-oriented with a positive demeanor and attention to customer service
- Strong written and oral communication skills, communicating effectively with people from varying ages and backgrounds
- Maintains composure under pressure with the ability to follow safety protocols during emergencies
- Keep confidentiality in all matters related to student and personnel information
- Ability to work with minimal direct supervision
- Proficient in Google applications, as well as Microsoft Office suite
- Knowledgeable in or adaptable to web-based programs currently used, such as Canvas, Skyward, etc.
- Complete work in a timely manner to meet deadlines
- Ability to multitask
- Maintain high standards as a role model while advocating the skills, mission and objectives of the school and district
- Promote good citizenship, be understanding and fair, and display a character of integrity
- Effectively communicate with students, parents, teachers, media, administrators and other groups within the community
- Work in collaboration with other staff members, across all departments, to enhance the learning experience for all students
- Demonstrate necessary organizational and leadership skills
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- Education beyond high school preferred
- Spanish speaking preferred

Job Goal:

- PRIMARY FOCUS: Office Manager and Public Relations
- Answer phone and direct calls
- Assess student, parent, or guest needs, offer solutions, and direct to appropriate personnel as needed
- Maintain calendars (ie: principal's, field trip, professional development, etc.)
- Payroll for certified, classified, and express employees

- Process and track school forms (ie: sick and personal days, professional Meetings, Fundraisers, Field Trips, etc.)
- Public Relations: Update and Maintain Faculty and Student Canvas Courses, Social Media, and Website
- Automated communications
- Electronic and Print Publications for Faculty, Staff, Students, and Parents
- Access and enter data and run reports, etc. using student management system
- Event planning (ie: meetings, conferences, banquets, etc.)
- Background checks
- Provide proofreading, editing, and typing services
- Assist with graduation preparations as needed
- All other duties as assigned by administration or designee

Reports To:

- Building Principal or designee

Compensation:

- Work Days: 240

To Apply:

- Submit all application materials via AppliTrack at <http://www.applitrack.com/valpo/onlineapp/>