



QUALIFICATIONS

1. High School diploma or its equivalent
2. Training/Experience in Business
3. Excellent computer/typing skills
4. Excellent verbal and written communication skills
5. Ability to deal effectively with students, parents, school personnel, and the general public
6. Ability to learn and interpret the school's policies and procedures and the policies and procedures of the IPSB
7. Ability to perform bookkeeping procedures
8. Ability to perform required clerical work accurately and within established timelines
9. Ability to operate a variety of office machines
10. Must have excellent organizational skills and the ability to multi-task

REPORTS TO

School Principal/Designee

PERFORMANCE RESPONSIBILITIES

1. Arranges appointments, takes calls, answers inquiries, composes and types routine correspondence and memoranda for the principal/designee.
2. Communicates effectively with the public, staff members, students, school administration, parents, and other interested parties.
3. Handles student needs or requests as assigned.
4. Assists teachers as directed by the principal/designee.
5. Prepares all required reports and maintains all appropriate records.
6. Receives, deposits, and disburses school monies.
7. Maintains attendance records and prepares related reports.
8. Maintains inventory and textbook records.
9. E-mails, faxes, prints, and copies materials as directed by principal/designee.
10. Prepares requisitions for supplies and equipment.
11. Secures substitute teachers.
12. Prepares the master schedule and inputs data in the appropriate system.
13. Processes student enrollment, transfers, and withdrawals and maintains records.
14. Maintains confidentiality regarding school/workplace matters.
15. Demonstrates initiative in the performance of assigned responsibilities.

- 16. Participates in training and/or professional development activities offered to clerical staff.
- 17. Keeps school administration informed of potential problems or unusual events.
- 18. Responds to inquiries and concerns in a timely manner.
- 19. Demonstrates support for the school and school system’s goals and priorities.
- 20. Maintains good public relations between the community and the school.
- 21. Adheres to all IPSB policies and procedures including the internet use policy and the dress code.
- 22. Performs other duties as assigned by the appropriate authority.
- 23. All employees are subject to drug/alcohol testing in accordance with IPSB Policy GAME.

EVALUATION

Performance in this position will be evaluated at least once annually in accordance with Board Policy

Reviewed and Agreed to: _____ Date: _____
Employee’s Signature

Received By: _____ Date: _____
Name and Title