

Job Description  
**La Porte Community School Corporation**

**JOB TITLE: Secretary/Receptionist, Discipline/Attendance**

**SUMMARY:** Assist the school administration, within the scope of assigned authority, in implementing the established rules and procedures designated for that office and perform the related secretarial/clerical duties to ensure an orderly and routine service for students and all other client groups seeking information or assistance.

**QUALIFICATIONS:** High School Diploma, courses in office procedures, typing, use of computers, basic use of business machines, business math, simple accounting, business English.

**IMMEDIATE SUPERVISOR:** High School Principal.

**ESSENTIAL FUNCTIONS:** Include the following. Other duties may be assigned.

**GENERAL FUNCTIONS:**

- Implement the established rules and procedures for that office.
- Perform all normal secretarial/clerical duties.
- Compose routine office correspondence, reports, and announcements.
- File correspondence and documents accurately.
- Welcome visitors and provide assistance to students, patrons, and staff members through personal contacts, telephone, or e-mail.
- Ensure that confidential student or staff records are protected from unauthorized persons.
- Maintain student records and related student attendance information.
- Order, distribute, and inventory books and supplies appropriate for the school/office.
- Maintain a record-keeping system for student discipline.
- Provide assistance to ill or injured students when nurse is absent.
- Maintain a schedule of appointments and make arrangements for conferences and meetings.

**SPECIFIC FUNCTIONS:**

- Duplicate and distribute materials as directed by supervisors.
- Serve as receptionist to staff, students, patrons, and vendors. Assisting where knowledgeable or redirecting to appropriate areas.
- Schedule appointments for administrators with teachers, students, and parents.
- Answer phone, as necessary, assisting within scope or assigned responsibility and authority, or redirecting as needed.
- Assist with supervision of student assistants.
- Assist, as requested, in special activities such as Commencement, National Honor Society, Honors Program, scheduling, large mailings, etc.
- Assist in typing tasks as requested by principal, assistant principals, or administrators.
- Assist with check - out of teachers, as requested, at conclusion of school year.
- Perform additional tasks to assist in absence of other office personnel.
- Assist in other special projects as requested by the principals or administrators.
- Maintain files for personal materials and replaces materials in other files correctly when removed.
- Maintain inventory on all office supplies.
- Assist with other tasks as requested by principal or administrators.
- Assist in maintaining acceptable order in storeroom and office by replacing or discarding all materials as used.

**SPECIAL FUNCTIONS:**

- Prepare daily announcements – edit, as necessary, and organize information submitted – type, duplicate, and distribute.
- Keep school calendars up to date for school events, student activities, and facility utilization.
- Assist treasurer in collection of book rentals, student insurance payments, club and organization deposits, and performance of routine office duties.
- Assume responsibility for book rental collection and bookkeeping.
- Type and distribute discipline forms as directed by administrators.
- Type and record all required reports for fire and disaster drills.
- Type ballots for all school-related elections.

**SUPERVISORY RESPONSIBILITIES:** Carries out supervisory responsibilities in accordance with LPHS policies and applicable laws.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **EDUCATION and/or EXPERIENCE:** High Scholl Diploma, courses in office procedures, typing, use of computers, basic use of business machines, business math, simple accounting, business English.
2. **LANGUAGE SKILLS:** Good command of English language, grammar, punctuation, spelling, and filing. Type 65 wpm. Able to speak effectively when communicating with teachers, parents children, and the general public.
3. **MATHEMATICAL SKILL:** Simple accounting.
4. **REASONING ABILITY:** Ability to solve practical problems. Ability to establish priorities to provide for completion of tasks to meet deadlines. Ability to maintain confidentiality and demonstrate perceptiveness as to what is confidential.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee must have good knowledge of correct office procedures and office equipment.
- The employee must have good knowledge of and mechanical ability in operation of various office machines.
- The employee must have the ability to maintain the work - flow in a manner that will indicate good time management techniques, **in spite of continuous interruptions.**
- The employee must have the ability and desire to show respect for office materials and equipment through care in use and replacement when task completed.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee must have the ability to work harmoniously and cooperatively with all staff, students, and patrons.
- The employee must show loyalty to all staff, procedures, and policies, and the ability to maintain professionalism at all times.
- The employee must show willingness to participate actively in self-improvement opportunities that will ultimately reflect attitudes of abilities that will be beneficial to the position.

**TERMS OF EMPLOYMENT: 215 work day schedule. Hourly wage will be determined.**