

Job Description
La Porte Community School Corporation

JOB TITLE: Curriculum Bookkeeper / Receptionist

Immediate Supervisor: Assistant Superintendent for Curriculum and Instruction

Summary: The Curriculum Bookkeeper / Receptionist maintains the expenditures and balances for several different grants and budgets. This position must type and process claims and purchase orders. This position also assists in the textbook adoption process, ISTEP, Core 40 and GQE testing orders and test result processing, Building and District Spelling Bee, and miscellaneous grants as assigned. The Curriculum Bookkeeper / Receptionist also types the new teacher cards, types and prints the Substitute Booklet, assists with the LM and PE reports, assists in updating the La Porte Community School Website, and serves as the "relief" receptionist during breaks, lunch, afternoon dismissal receptionist's approved leaves of absence.

Essential Functions: including, but not limited to, the following:

- Assist with grants and waivers as assigned
- Order, process, inventory, and prepare ISTEP, Core 40 and GQE materials
- Type miscellaneous purchase orders and claims
- Maintain an accurate budget book of several accounts
- Assist with textbook adoption and ordering and keep accurate inventory of textbooks at the ESC
- Miscellaneous printing, collating and binding (including, but not limited to: Sub Booklets, new teacher cards, summer printing, etc.)
- Provide relief for receptionist 3.5 hours per day
- Assist in preparation of Spelling Bee materials
- Assist with LM and PE reports
- Assist with updating the La Porte Community School Website
- Maintain a current list of ENL students and update information in the computer as needed
- Maintain current events scrapbook and bulletin board
- Handle professional correspondences as assigned
- Other duties as assigned

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.

Education and/or Experience that is Required: High-school diploma (minimum); previous secretarial experience preferred

Special Skills: Exhibit competency in the following areas: typing, computer application (MicroSoft Word and MicroSoft Excel and other computer programs), offset press knowledge

and collating machine knowledge (or willingness to learn), strong math skills, maintain accurate bookkeeping, dictation, ability to handle receptionist duties, must have good telephone communication and etiquette, must be able to work well with people in our office and the school community, work cooperatively with your co-workers, and being able to function as a team member is essential.

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 the job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit in a chair; use hands to handle objects or tools or controls; reach with hands and arms.

The employee must be able to lift and/or move up to 10 pounds and must be able to lift and/or move up to 50 pounds.

The employee should be able to use the following machines, tools, equipment and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, tape recorder, telephone, calculator, computer, various computer programs, copy machine, riso machine, collating machine.

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

The noise level in the work environment is usually moderate to quiet.

Terms of Employment: Twelve month (260) day work calendar – wages to be determined by the Board