

Job Description  
**La Porte Community School Corporation**

JOB TITLE: **Educational Services Center Receptionist / Secretary**

**Immediate Supervisor:** Assistant Superintendent for Curriculum and Instruction

**Summary:** The Receptionist / Secretary receives all incoming telephone calls and is in charge of getting substitutes for staff that requires a substitute in their classroom. This position will maintain substitute files and keep an updated list of substitutes. This position also enters a daily payroll list of teachers or assistants that are absent and the substitute that filled in for them and enters substitute payroll information bi-weekly.

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

- Answer switchboard and direct incoming calls to the appropriate person or place
- Enter substitute payroll for teachers or assistants that require a substitute in addition to entering a daily log
- Maintain a file on each substitute and keep filing updated
- Maintain a current calling list of substitutes
- Obtain criminal history background checks on substitutes
- Send in fees and forms for substitutes to obtain a substitute teaching license
- Call and schedule substitutes in positions that require a substitute
- Assist with stapling, hole punching, binding, collating
- Other duties as assigned
- Assist with distribution of payroll checks bi-weekly and maintain record of third party check pick-ups

**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 miscellaneous computer programs), 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, switchboard, computer, various computer programs, copy 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

2/04/05