**School City of Hammond**
**41 Williams Street, Hammond, IN 46320**
**Tele: 219-933-2400**

# JOB OPPORTUNITY

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| **Job Title:** | Office Manager | **Job Category:** | Classified |
| **Department/Group:** | Clerical | **Position Status:** | Full-time |
| **Location:** | Edison Elementary School | **Salary Schedule:** | Class IV; Step - Clerical Salary Schedule |
| **Reports to:** | Principal | **Contracted days:** | 202 days |
| **Additional Training Required:** | Yes | **Travel required:** | None |
| **Effective:** | Upon Board Approval | | |
| **Application Deadline:** | Thursday, August 6, 2020 | | |

**Applications Accepted By:**

**APPLICANTS MUST COMPLETE AN APPLICATION ONLINE:**

Go to the School City of Hammond website: www.hammond.k12.in.us
Click on "Employment Opportunities"
Click on the Application link and select the following job preference:

- Clerical - Office Manager – Edison ES

**Job Description:**

**GENERAL ROLE AND RESPONSIBILITIES:**

Organize, coordinate and manage the secretarial support necessary for a professional school office. Interact directly, via phone or email with students, parents, principal, staff members and public regarding all school business information on a daily basis. Process and maintain accurate records for all students and staff.

**GENERAL SKILLS AND QUALIFICATIONS:**

Possess competent secretarial skills: proficient in the use of Microsoft Office Suite software. Knowledge of approved bookkeeping, financial and payroll procedures.

**SPECIFIC RESPONSIBILITIES IN THIS POSITION:**

- Serve as confidential secretary to the Principal
- Responsible for daily scheduling and maintaining of Principal's calendar
- When applicable, ability to perform in a leadership role, coordinating efforts of all clerical employees for the purpose of providing a smooth work flow for the building administrator
- Maintain physical and electronic data for students and staff
- Prepare opening of school letter (welcome back letter)
- Develop and maintain accurate ADM reports
- Prepare required reports and maintain all appropriate records, files, and binders of school, faculty, and staff
- Access and use online resources from the state
- Monitor student attendance
- Responsible for overseeing students who are not picked up on time after school, including contacting authorized emergency contacts and the police
- Assist parents and students with bus transportation
- Monitor proof of residency compliance and generate reminder letters
- Obtain W-9's
- Generate letters, reports, and tracking forms, as required for professional leave, field trip, fund raising etc.

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- Monitor staff attendance and assign substitutes for staff on a daily basis
- Aesop – oversee substitute teacher staff on a daily basis
- Process employee payroll
- Maintain school messenger and assist with radio communication
- Provide health services in the absence of nurse/health aides
- Process meal and textbook applications
- Assist with scheduling, documenting, and assisting with emergency drills
- Submit building use permits for approval
- Serve as Notary Public
- Submit report of extracurricular donations and purchase orders over $500 to School Board for approval
- Make service calls when needed for repair of equipment
- Order, process, and maintain textbooks and supplies
- Process DOE reports
- Process all purchase orders
- Process North Township (clothing voucher) applications
- Assist in coordinating and participating in Kindergarten Round-up
- Schedule and organize picture day
- Reconcile monthly bank statements
- Count, receipt, and deposit money
- Prepare and archive end of year reports
- Organize and maintain records for state audits
- May generate faculty/staff/student IDs
- Perform all other duties as assigned by the building Principal

**SPECIFIC SKILLS AND KNOWLEDGE FOR THIS POSITION:**

- Microsoft Word, Excel, Outlook, Power Point, etc.
- Knowledge of School City of Hammond software:
    - Payroll
    - Student Information System
    - Accounting
    - Financial
- Ability to type 50 words per minute with reasonable speed and accuracy
- Must have good communication, computer, and interpersonal skills
- Ability to compose letters and documents with clarity and accuracy
- Ability to perform general mathematical computations with accuracy
- Ability to solve practical problems with a variety of variables, either by phone or in person

**QUALIFICATIONS AND EDUCATION REQUIREMENTS:**

- High School Diploma or equivalent
- Associates degree preferred
- Three (3) years of School City of Hammond office manager experience preferred
- Supervisory/office management experience preferred
- Bi-lingual abilities would be considered an asset

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**PERSONAL ATTRIBUTES DESIRED:**

- Dependability
- Confidentiality
- Professionalism
- Ability to work independently
- Ability to work well with staff, students, parents, and the general public
- Ability to communicate and serve a diverse population
- Demonstrate good communication skills, oral and written
- Ability to organize and prioritize
- Ability to multitask
- Ability to meet assigned deadlines

**PHYSICAL REQUIREMENTS:**

Candidate should be physically capable of successfully performing the essential functions of the position.

**It is the policy of the School City of Hammond not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).**

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| Last Updated By: | Department of Human Resources | Date/Time: | 05/25/2017 |