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

JOB OPPORTUNITY

Job Title:	School Secretary	**Job Category:**	Classified
Department/Group:	Clerical	**Position Status:**	Part-time
Location:	.5 Franklin ES/.5 Maywood ES	**Salary Schedule:**	Class II; Step - Clerical Salary Schedule
Reports to:	Principal	**Contracted days:**	200 days
Additional Training Required:	Yes	**Travel required:**	None
Effective:	Upon Board Approval		
Application Deadline:	Until filled		

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 Class II – School Secretary

Job Description:

GENERAL ROLE AND RESPONSIBILITIES:

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

GENERAL SKILLS AND QUALIFICATIONS:

Possess competent secretarial skills and knowledge of approved School City of Hammond procedures for student record keeping.

SPECIFIC RESPONSIBILITIES IN THIS POSITION:

- Serve as confidential secretary to the principal
- Oversee and maintain physical and electronic student data
- Maintain volunteer background check information
- Prepare various reports
- Access and use state online resources
- Generate letters, reports and tracking forms, as required
- Monitor proof of residency compliance and generate reminder letters
- Assist with the process of North Township (clothing voucher) applications
- Assist parents and students with bus transportation
- Prepare and archive end of year reports
- Operate standard office equipment
- May develop and maintain accurate ADM report
- May participate in the coordination of Kindergarten Round-up
- May process meal applications
- May assist with scheduling, documenting and assisting with emergency drills
- May assist with school messenger and radio communication
- Perform all other duties as assigned by principal

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SPECIFIC SKILLS AND KNOWLEDGE FOR THIS POSITION:

- Microsoft Word, Excel, Power Point, Outlook, 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
- Two (2) years of general secretarial experience
- Supervisory/office management experience preferred
- Bi-lingual abilities would be considered an asset

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 oral and written communication skills
- Ability to organize and prioritize
- Ability to multi-task
- Ability to meet assigned deadlines

BACK UP:

- Student and staff attendance
- AESOP – Oversee substitute teacher staff on a daily basis
- Payroll
- Notary Public
- Provide support to staff when office manager is not available
- Provide health services in the absence of nurse/health aides and office manager
- Responsible for overseeing students not picked up on time after school, including contacting emergency numbers and the police department
- Make service calls when needed for repair of equipment

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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).

Last Updated By:	Department of Human Resources	Date/Time:	06/15/2021