

NOTICE OF POSITION VACANCY

POSITION: ELEMENTARY BUSINESS OFFICE SECRETARY
SCHOOL: ELWOOD ELEMENTARY SCHOOL

LENGTH OF CONTRACT: 210 DAYS

BENEFITS:

- *Partial health insurance paid
- *\$50,000 life insurance
- *LTD and Workman's Compensation coverage
- *Sick, family illness and business leave
- *Bereavement leave
- *1 week paid vacation (1 week of Spring Break)
- *Access to 125 plans
- *Partially funded PERF
- *Access to 403b retirement plans

SALARY: Salary commensurate with established salary practices.

QUALIFICATIONS:

- *Administrative writing skills, reporting skills, supply management, and scheduling.
- *Experience with Microsoft Office required.
- *Previous experience in a school environment preferred but not required.

DUTIES:

- *Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- *Maintain customer confidence and protect operations by keeping information confidential.
- *Carry out enrollment procedures for students.
- *Manage attendance and follow attendance procedures for students.
- *Compose, type, and distribute routine correspondence, reports, etc.
- *Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
- *Locate and attach appropriate files to incoming correspondence requiring replies.
- *Assist with newsletters, promotional material, and other information.
- *Maintain scheduling and event calendars.
- *Make copies of correspondence and other printed material.
- *Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- *Learn to operate new office technologies as they are developed and implemented.
- *Manage projects and contribute to committee and team work.
- *Maintain office supply inventory.
- *Contribute to team effort by accomplishing related results as needed.
- *Other such secretarial duties as deemed necessary.

APPLICATIONS, LETTERS OF INTEREST, OR WRITTEN TRANSFER REQUESTS WILL BE RECEIVED BY BEVERLY GROOVER AT THE OFFICE OF THE SUPERINTENDENT. APPLICATIONS ARE AVAILABLE ONLINE AT www.elwood.k12.in.us. PLEASE EMAIL APPLICATIONS TO bgroover@elwood.k12.in.us.

**MRS. BEVERLY GROOVER, PRINCIPAL
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