

LAKE CENTRAL SCHOOL CORPORATION

8400 Wicker Avenue
St. John, IN 46373
365-8551

SUPPORT SERVICES STAFF
January 8, 2019

Secretary (12 Month)Lake Central High School

Qualifications

- Executive Secretary Experience Preferred
- Past experience in a similar position
- Proven track record of ability to maintain a high degree of confidentiality

Essential Skills and Abilities

- Strong interpersonal skills
- Ability to greet visitors with enthusiasm and professionalism
- Strong clerical and organizational skills
- Proficient with Microsoft Office including Word, Excel, PowerPoint, and Publisher
- Proficient with Google Applications
- Knowledge of RDS and Skyward a plus
- Excellent listening and writing skills
- Ability to work both independently and as a team member
- Must exhibit neatness and accuracy in all work

Duties

- Serve as the head principal’s secretary
- Assist principal in drafting correspondence and policy memorandums
- Maintain principal’s calendar
- Review and disseminate information in administrative meetings with appropriate staff
- Draft correspondence and letters for the principal
- Maintain LCHS payroll records
- Prepare packets for school board meeting to include all forms and board recognitions
- Greet and assist visitors
- Answer telephone and resolve both routine and complex inquiries
- Screen telephone inquiries and redirect to appropriate staff member
- Perform other duties as assigned for the purpose of ensuring efficient and effective functioning of the high school
- Plan and resource the LCHS Commencement Ceremony to include tickets, class photo, faculty participation, diplomas, diploma covers, stage set-up
- Plan and coordinate student recognition

**Apply online at www.lcsc.us Go to Administration>Human Resources Position applying for:
Administrative Assistant/12 Month Secretary High School**

Sean Begley, Principal
Lake Central High School
8400 Wicker Avenue, St. John, IN 46373
Phone 219-365-8551

Deadline: January 25, 2019

Lake Central School Corporation is an equal opportunity employer which does not discriminate on the basis of race, religion, color, national origin, gender, disability, age, marital status, genetic information or any other legally protected characteristic. Candidates will be screened, interviewed and employed on the basis of personal and professional qualifications and, where applicable, certifiable training, commensurate with the position. Offers of employment are contingent upon the results of personal background checks pursuant to Board Policy.