



Eminence Community School Corporation

6764 SR42 North
Eminence, IN 46125
(765) 528-2101



Title/Position: Substitute Administrative Assistant
Date Close: until filled
Category: Classified
Employment Type: Temporary (around 6 weeks)
Start Date: around February 17

Job Description: Administrative Assistant and Receptionist of School Office

RECOMMENDED BY:

Superintendent

REPORTS TO:

Principal

SALARY/DAYS/BENEFITS:

40 hours a week, \$10.00/hr

EDUCATION/LICENSE/EXPERIENCE REQUIREMENTS:

High school diploma or general education degree (GED) One to three months related experience and/or training or equivalent combination of education and experience. Valid State Driver's License - Operator Permit Possess strong leadership, communication, and organizational skills Possess excellent secretarial skills and knowledge of accounting principles and practices, Such additional qualifications as the Board or the State of Indiana shall require

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties as assigned. To perform this job successfully, an individual must be able to perform each essential duty 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.

Serves as confidential secretary to the Principal. Makes and receives telephone calls, takes messages, routes calls, and serves as a receptionist for the main office. Responds to telephone inquires regarding school programs and activities. Receives visitors, obtains name and nature of business, and schedules appointments. Performs clerical duties such as typing, proofreading, photocopying and sorting mail. Inputs data to update Corporation and school websites. Maintains a high degree of confidentiality Maintains professional appearance and behavior while on duty. Operates the secure entrance of the school building to maximize safety.

Ensures own regular and prompt attendance. Effectively completes regular and other job performance criteria as assigned. Promotes good public relations for the school district and community. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation, Performs such other tasks and assumes such other duties and responsibilities as the Principal may assign.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty 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.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance,

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES: Must be proficient in the use of computers for various office applications. Ability to type accurately at a minimum speed of 50 words per minute. Employee should also be able to use the machines, tools, equipment, and work aids, which may be representative, but not all inclusive, of those commonly associated with this type of work, i.e., adding machine, copy machine, sorting machines, tabulating machines, paper cutter, hole puncher, tools, charts, forms, ledgers, schedules, text books.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform successfully 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 this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands and fingers, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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. The working environment is mainly indoors other than routine errands.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.