

School Secretary/Building Manager

Job Title:	School Secretary/Building Manager
Pay Range:	\$10-\$11 per hour
Time of Performance:	7:45 am to 3:30 pm, Mondays-Thursdays while school is in session 7:45 am to 2:30 pm, Fridays while school is in session 7:45 am to 1 pm, Monday-Thursday, during summer vacation. At the will of Indianapolis Junior Academy's board.
Benefits:	10 Days of Paid Vacation per Year 10 Days of Paid Sick Leave per Year 2 Days of Paid Personal Leave per Year Retirement Benefits as per NAD Policy
Supervisor:	The Principal
Duties:	<p>Secretarial Duties</p> <ol style="list-style-type: none">1. Answer the telephone and relay messages.2. Set up appointments and maintain a calendar of school events.3. File and retrieve documents, letters, forms, etc.4. Type and distribute letters and memos.5. Type, copy and distribute board materials.6. Organize and keep current the Board Binders.7. Phone/mail reminders for meetings to committee members.8. Order, distribute and monitor all teacher and office supplies.9. Get, sort and distribute the mail.10. Prepare and distribute the weekly school newsletter.11. Create other school documents as needed.12. Complete and submit all conference, state and Federal forms.13. Order and distribute textbooks. Return textbooks to publishers as needed.14. Provide staff members with forms and instruct them in how to fill them in.15. Troubleshoot office machine problems.16. Greet visitors and answer their questions.17. Help teachers with emergency duplicating.18. Monitor student use of the telephone.19. Maintain a list of available substitute teachers. Call substitute teachers when needed. File substitute teacher forms with the conference office.20. Prepare and distribute birthday cards to staff members.21. Maintain current schedules of aides and other part-time employees.22. Maintain a file of current educational material catalogs.23. Other secretarial duties as needed. <p>Registrar Duties</p> <ol style="list-style-type: none">1. Maintain student attendance records.2. Send for and forward cumulative folders as needed3. Make sure all opening and closing reports are filed with the Indiana Conference.4. Prepare and update as needed classroom rosters, enrollment lists by families and churches. <p>Student Health Services Duties</p> <ol style="list-style-type: none">1. Administer basic first aid to students.2. Contact parents to report student illness.

3. Ensure all students are in compliance with state health and immunization laws.
4. Prepare, submit and file accident report forms as needed.
5. Schedule and facilitate yearly vision and hearing screenings.
6. Other duties as needed.

Treasurer Duties (Optional at Discretion of the Board)

1. Receipt all money paid to the school.
2. Maintain all traditional school financial records.
3. Pay vendors in a timely manner. This includes typing/preparing and mailing out checks.
4. Follow and enforce Board guidelines in billing and collecting funds from customers.
5. Provide the principal and board with accurate monthly reports of all financial activity.
6. Assist the principal in disbursing funds for teacher-requested items within the restrictions of the budget.
7. Purchase office and custodial supplies as needed.
8. Monitor and record all charges for before and after school care.
9. Prepare accurate monthly statements for customers on or about the 30th of each month.
10. Answer questions customers have about their statements.
11. Audit all bank statements.
12. Maintain and monitor the petty cash fund.
13. Facilitate registration of new students.
14. Other duties as needed.

Other Duties

1. Organize and supervise lost and found items.
2. Counsel students, remind them of rules; handle minor discipline situations when the principal is not available.
3. Assist with fire drills.
4. Organize and keep tidy the school offices and teachers' workroom.
5. Assist the principal with all projects as needed.
6. Schedule and supervise work hours and performance of the janitor, groundskeepers, and gym supervisors.
7. Regularly inspect the building and grounds and schedule maintenance as needed.
8. Work with all local and state inspectors to ensure boilers, fire extinguishers, kitchen equipment, and other aspects of the building are in compliance with local codes. This includes ensuring the building is regularly treated for pests.

Personality, Skill and Training Prerequisites:

1. Be bright and cheerful with a positive attitude toward life and people.
2. Be sensitive to the needs of teachers, parents, the principal and the business manager.
3. Have strong diplomacy and public relations skills.
4. Be neat in appearance.
5. Be enthusiastic about Indianapolis Junior Academy and its programs.
6. Be able to manage a variety of jobs and demands simultaneously.
7. Be able to work accurately and cheerfully despite frequent interruptions and distractions.
8. Possess a pleasant, encouraging and sympathetic phone manner.
9. Be able to remain calm and upbeat in emergency and high stress situations.
10. Be able to keep confidences.
11. Be able to deal with children in a firm, fair and kind manner.
12. Possess an active imagination and a well-developed sense of humor.

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13. Have strong organizational skills; be able to prioritize demands and work response effectively.
 14. Be able to file and retrieve material accurately.
 15. Be able to type 45 wpm accurately.
 16. Be flexible in work hours, able to work later on special projects when needed.
 17. Have a high school diploma.
 18. Have two years of related experience.