

Position Purpose

Under the direct supervision of the principal or other administrator, to provide secretarial and administrative assistance to school administrators; and supporting the services provided to students, parents, instructional and support employees.

Essential Functions of the Position

- Assists in planning and scheduling school events and activities, and maintaining calendar of school and students events
- Assists in maintaining documents, files, and records for the purpose of providing up-to-date reference
- Prepares orders for the purpose of submitting to the school district's accounting/finance office
- Assists in maintaining inventories of supplies and materials
- Assists visitors to the office
- Answers telephone calls and provides assistance to callers
- Distribute incoming mail appropriately

Qualifications

- High School diploma or general education degree (GED).

Application Process: Please email the following:

- Resume
- Completed [Certified Application](#)

Apply To:

becky.paluch@ivanhoeschools.org