

Nettle Creek School Corporation

Vacancy Notice: HES Front Office Secretary/Title I Clerk

Nettle Creek School Corporation Superintendent, Mrs. Emily Schaeffer, has announced a vacancy notice for a Front Office Secretary/Title I Clerk for Hagerstown Elementary School.. This is a part-time position for the 2024-25 school year.

Required Qualifications:

- High school diploma

Preferred (but not required) Qualifications:

- Previous experience working with children is preferred.
- Basic keyboarding and computer skills.

Job Duties:

- Answer phones and greet visitors
- Criminal background checks
- Update forms
- Oversee volunteers
- Monitor bus communications
- Check students in and out
- File leave requests and time sheets.
- Attendance in PowerSchool
- Monitor attendance and report to Assistant Principal any potential concerns
- School picture coordination
- Building use forms and assignments in building calendar
- Title I related needs including parent involvement, mailings and distributions
- Assist with clerical duties as assigned.
- Obtain and disseminate information to students.
- Assist with Kindergarten Round-Up and Registration.
- Update forms
- Assist in Parent Portal access
- Copy machine repairs.
- Maintain a positive attitude while supporting school and corporation goals.
- Other duties as assigned.

Salary:

- Position will be paid based on experience and qualifications.

Application Process:

- Send an email to Mrs. Tiffani Hokey (thokey@nettlecreek.k12.in.us) to express interest in this position.
- Complete the Non-Certified Application at <https://www.jotform.com/form/200864305971153>

Timeline:

- Vacancy posted on Tuesday, July 16, 2024.
- Vacancy notice emailed to all employees in the Nettle Creek Schools on July 16, 2024.
- Successful candidate will begin immediately.