



MISSISSINEWA COMMUNITY SCHOOLS Central Office Receptionist/Substitute Hiring

Job Description:

Under the direction of the superintendent, employee performs a variety of clerical and support work, greets and interacts with the public, works cooperatively with staff, students, and parents.

Qualifications:

High School Diploma

Two years of additional schooling/training OR two years of successful related employment.

Successful work background and positive references

Preferred Certification

Microsoft Office Specialist (MOS) Master

Certified in Word, Excel and either PowerPoint or Access

Essential Functions

1. Meet and interact with public and employees in routine situations, which require tact, discretion and courtesy
2. Procure instructional substitutes for the corporation
3. Process mail for corporation
4. Process payroll for substitutes
5. Process Extended Criminal History reports
6. Process electronic purchase orders and other online recordkeeping
7. Maintain multiple online calendars and assist with scheduling school activities and facilities
8. Ensure that all communications meet proper written and verbal English standards
9. Give information of policies or procedures related to district, departmental or school activities
10. Establish, maintain and monitor accurate, neat and efficient electronic and manual filing systems while providing a variety of clerical duties
11. Prepare letters, memoranda, reports, bulletins, handbooks, questionnaires, requisitions and other materials from marginal notes, rough drafts, or verbal instructions using Excel, PowerPoint, Google Docs, Google Forms, Word or other appropriate software

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)