

# North Judson-San Pierre School Corporation

## Notice of Vacancy

**May 1st, 2024**

**Position:** Elementary Secretary

**Location:** NJSP Elementary School / Intermediate Campus

**Job Description:** Seeking a secretary for the intermediate campus serving students in grades 5-6. Applicant should possess the following characteristics or attributes:

- Strong organizational, problem-solving, time management, and decision-making skills
- Commitment to professional behavior and courteous service
- Maintaining high standards of confidentiality
- Ability to utilize computer software or willingness to learn
- Consistent attendance and punctuality
- Excellent oral and written communication skills
- Ability to prioritize tasks efficiently

### **Essential Duties and Responsibilities**

- Answering phones
- Greeting visitors
- Working with students/parents
- Maintaining attendance records (spreadsheet)
- Managing daily student transportation
- Working collaboratively with building administrator/staff
- Maintaining a welcoming and positive office environment
- Other duties as assigned

**Qualifications:** High School diploma or equivalent  
Must complete and pass a background check  
Previous experience preferred

**Starting:** 24/25 School Year

**Application Deadline:** May 15th, 2024

**Submit to Assistant Principal:** Resume and Application (Found on Corporation Website - [njsp.k12.in.us](http://njsp.k12.in.us))

### **Contact:**

Sierra Hall, Assistant Principal  
NJSP Elementary School  
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North Judson, IN 46366  
574-896-2128  
Shall@njsp.k12.in.us

\*All Documents Can Be Emailed Directly to the Assistant Principal.

\*\*NJSP School Corporation is an Equal Opportunity Employer\*\*