

RIVER FOREST COMMUNITY SCHOOL CORPORATION
3250 MICHIGAN STREET
HOBART, IN 46342
(219) 962-2909 Fax: (219)962-4951
www.rfcsc.k12.in.us

NOTICE OF VACANCY

PLEASE POST

Please be advised of the following open position at John I. Meister Elementary School for the 2024-2025 school year:

Confidential Secretary

Job Goal: Serve as the Confidential Secretary to the Elementary School Principal. Schedule appointments, provide information to callers, compile discipline records and state reports for grades K-5. Maintain confidentiality of students, their families, and certified/classified staff members.

Qualifications:

- Minimum qualifications shall be at least a high school diploma or its equivalent
- Ability to proficiently operate a personal computer and related software, especially Excel and Word
- Ability to interact positively with school and community
- Ability to develop effective working relationships with staff and school community
- Bookkeeping, organization, and communication skills
- Good work habits, punctual, maintain regular attendance
- Ability to prioritize, multitask, work well under pressure, and excellent problem-solving skills
- Previous clerical/accounting experience preferred

Persons interested in applying for this position should submit an application at www.rfcsc.k12.in.us

Posted: March 21, 2024
Closing Date: April 1, 2024 or until filled

The River Forest Community School Corporation is committed to equal opportunity. It is an Equal Opportunity-Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency, in any employment opportunity.