

# North Putnam Community School Corporation

## Notice of Vacancy

July 28, 2015

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**Position:** **Administrative Assistant of Attendance & Discipline  
(40 Hours Per Week)**

**Location:** **North Putnam High School**

**Qualifications:** Demonstrated honesty and high moral character. Excellent communication and interpersonal skills.  
Training and experience working in a busy office environment with excellent word processing and computer skills; preferably a school setting.  
Previous experience and/or ability working with children or adolescents. Demonstrated ability to plan, organize, problem solve, and manage conflict. Commitment to North Putnam Community School Corporation's mission.  
Perform a variety of responsible secretarial/clerical activities related to the functions of the attendance and discipline office and assigned administrator.  
Issue and keep accurate records of student work permits.  
Type a variety of materials such as memos, letters, forms, and reports related to assigned unit.  
Receive, review, and verifies documents, records, and forms for accuracy, completeness, and conformance to applicable rules, regulations, policies, and procedures.  
Interviews office visitors and telephone callers to either answer questions, resolve complaints, provide desired information, or refer to appropriate person.  
Helps to maintain master calendar of school events and use of school facilities.  
Orders, stores, and issues supplies and materials pertinent to the functions of the attendance office.  
Coordinates and prioritizes the internal activities and operations of the attendance office. Directs and participates in daily attendance accounting work required to keep accurate school attendance records.  
Receives students in attendance office, prepares and issues admit slips to class, permits to leave school early, hall passes, and tardy slips.  
Prepares school attendance reports for school, district, and state levels. Contacts parents to verify student absences.  
Confers and consults with students, parents, staff, judicial agents, social services, and other appropriate parties regarding student attendance matters.  
Prepares student discipline reports, letters, and forms for school administrators, faculty, parents, and other outside agencies.  
Provide support and assistance to guidance secretary, athletic secretary, and NPHS Principal's secretary.

**Responsibilities:** To provide administrative support to the NPHS Assistant Principal; to assist in coordinating and overseeing the day-to-day operations of the attendance office; to direct and participate in the maintenance of student attendance and discipline records and reports; and to act as a liaison between students, parents, staff, and appropriate agencies regarding students attendance and discipline. This position receives limited supervision within a framework of standard policies and procedures. This position requires responsibilities for directing and participating in the accurate and timely compilation and preparation of attendance accounting information, data, and reports.

**Salary:** Commensurate with experience

**Starting Date:** August 20, 2015

**Last Day for Completed Application Process:** August 11, 2015 by 4:00 p.m. or until position is filled

**Contact:** *Submit online application, letter of interest, and resume to:*  
Jason Chew, Assistant Principal  
North Putnam High School  
8869 North County Road 250 East  
Roachdale, IN 46172  
Phone: (765) 522-6282  
Fax: (765) 522-2862

Support staff applications can be downloaded from the corporation's web page at <http://www.nputnam.k12.in.us/central-office-directory/human-resource>

#### **Equal Opportunity**

North Putnam Community School Corporation does not unlawfully discriminate on the basis of age, race, religion, national origin, gender, or disability in admission or access to, or treatment or employment in, its educational programs or activities.