

Clarksville Elementary School



700 North Randolph Avenue
Clarksville, IN 47129

812-282-1447 phone
812-280-5019 fax

NOTICE OF VACANCY

December 15, 2022

Elementary School Administrative Assistant/Building Treasurer

Minimum Qualifications/Requirements:

- High School Graduate
- Technology and Bookkeeping Skills
- Must be bonded

Purpose:

- Provides secretarial/clerical assistance to the elementary school principal and serves as the school treasurer

Essential Functions:

- Serves as treasurer for the elementary school co-curricular funds, extra-curricular funds and Title I funds.
- Assigns textbook rental fees based on grade level fees.
- Assists in billing and collecting student obligations for the media center, athletic department, technology department and various school organizations.
- Creates and/or types correspondence, memos, reports, etc. for the principal, including Department of Education and Title I reports and other sensitive and confidential correspondence.
- Schedules appointments, greets visitors, receives and sorts mail/email, and reproduces copies as needed.
- Provides secretarial and clerical assistance as requested by the assistant principal in the absence of the secretary.
- Provides assistance to students who are ill or injured in the absence of the school nurse.
- Coordinates maintenance and repairs of all office and building printers and copiers.
- Serves as building contact to staff regarding materials, forms, payroll, insurance, budgets, professional development, etc.
- Handles building payroll duties including staff leave requests, time cards, and substitute teachers. Completes time and attendance records for employees and submits a report to the administration office bi-weekly.
- Maintains and logs all building level keys.
- Collects and maintains complete inventories of every room, classroom, and athletic team. Assures that items purchased through the use of Go Fund Me or Donors Choose is school board approved and added to inventories.
- Processes limited background checks for visitors and chaperones.
- Maintains a high level of confidentiality with staff and students.

- Schedules the rental of elementary school facilities by outside parties and coordinates equipment usage, custodial service, and billing for such rentals.
- Orders and maintains levels of office supplies for school office use.
- Serves as attendance and financial clerk for the On My Way Pre K program.
- Performs other duties as assigned by the principal.

Salary: Salary Schedule as adopted on the Statement of Benefits for Clerical Employees

Applications accepted until the position is filled. Applicants must submit a letter of interest, classified application and resume to: Carey Davis, Principal, via email at cdavis@clarksvilleschools.org

**CLARSVILLE COMMUNITY SCHOOL CORPORATION IS
AN EQUAL OPPORTUNITY EMPLOYER**

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