JOB OPPORTUNITY

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Curriculum Administrative Assistant</th>
<th>Job Category:</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Group:</td>
<td>Clerical</td>
<td>Position</td>
<td>Full-Time</td>
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<tr>
<td></td>
<td></td>
<td>Status:</td>
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<tr>
<td>Location:</td>
<td>Administration Building</td>
<td>Salary</td>
<td>Class III</td>
</tr>
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<td></td>
<td></td>
<td>Schedule:</td>
<td></td>
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<tr>
<td>Reports to:</td>
<td>Curriculum Director</td>
<td>Contracted</td>
<td>212 Day Assignment</td>
</tr>
<tr>
<td></td>
<td>District Counselor</td>
<td>days:</td>
<td></td>
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<tr>
<td></td>
<td>Testing Coordinator</td>
<td></td>
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<tr>
<td>Additional Training Required:</td>
<td>No</td>
<td>Travel required:</td>
<td>No</td>
</tr>
<tr>
<td>Effective:</td>
<td>Upon Board Approval</td>
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<tr>
<td>Application Deadline:</td>
<td>Thursday, October 1, 2020</td>
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<td>Applications Accepted By:</td>
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Applications must be completed online:
Go to web address: [www.hammond.k12.in.us](http://www.hammond.k12.in.us)
Click on “Employment Opportunities”
Click on the Application link to complete an application

Job Description

**GENERAL ROLE AND RESPONSIBILITIES:**
Organize, coordinate and manage the secretarial support necessary for the Curriculum Director, District Counselor and Testing Coordinator. Interact directly, via phone or e-mail with school district employees and the public regarding the Departments of the Curriculum Director, District Counselor and Testing Coordinator. Process and maintain accurate records.

**General Skills and Qualifications:**
- Possess competent secretarial skills including ability to operate office equipment
- Proficient use of Microsoft Office Suite Software (Word, Excel, Power Point, Outlook, etc.)
- Proficient use of Google
- Ability to type 50 words per minute with reasonable speed and accuracy
- Must have excellent communication (written & oral), computer, and interpersonal skills
- Ability to prioritize and meet deadlines
- Ability to compose letters and documents with clarity and accuracy
- Ability to perform general mathematical computations with accuracy
- Ability to solve practical problems with a variety of variables, either by phone or in person
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SPECIFIC SKILLS AND KNOWLEDGE FOR THIS POSITION:

- Microsoft Word, Excel, Power Point, Outlook, Google, etc.
- Google
- Must have good communication, computer, and interpersonal skills
- Ability to type 50 words per minute with reasonable accuracy
- Ability to compose letters and documents with clarity, detail, and accuracy
- Ability to solve practical problems with a variety of variables
- Strong oral and written communication skills
- Strong organizational skills
- Ability to take initiative, work independently, and meet deadlines
- Ability to restructure work day/priorities as need arises

PERSONAL ATTRIBUTES DESIRED:

- Dependability
- Confidentiality
- Professionalism
- Positive attitude and approach
- Present and prompt
- Cooperative team member
- Ability to work independently
- Ability to work well with staff, students, parents, and the general public
- Ability to communicate and serve a diverse population
- Demonstrate good communication skills, oral and written
- Ability to organize and prioritize
- Ability to multitask
- Ability to meet assigned deadlines

Qualifications:

- 2 years prior experience working in clerical settings
- High School graduate or equivalent
- Ability to pass background check

Physical Requirements:
Candidate should be physically capable of successfully performing the essential functions of the position.

It is the policy of the School City of Hammond not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).