



School Secretary  
Little People School – Learning Village

Applicant must have proficient computer and phone skills. Must be good with people and show professionalism. Our exemplary school requires all of its staff to be highly committed to service and to a renewed vision for the school and it's significant growth. We are seeking dynamic and energetic individuals to be part of this vision and to help us during this time of growth. The ideal candidates will be able to develop a personal relationship with the parents and students and possess a passion for working with youth from an inclusive worldview. LPS stands ready to provide all staff with the resources and support necessary to provide a first class program of studies for K-12.

Duties:

- Interact with all school staff
- Composes, or transcribes from rough draft, correspondence, bulletins, memorandums, and other material.
- Compiles and files student grade and attendance reports and other school records
- Greets visitors to school, determines nature of business, and directs visitors to destination.
- Talks with student encountering problem and resolves problem or directs student to other worker.
- Answers telephone to provide information, take message, or transfer calls.
- Order and dispense school supplies.
- Accept and deposit funds for lunches, school supplies, and student activities.
- Maintain calendar of school events.
- All other duties as assigned

Apply in person at the school