

Blue Hill Consolidated School

Reports to: Principal

Work hours: 37.5 hours per week  
Hours to be determined

Job Goal: To serve the principal, teachers, and the students in creating and maintaining an atmosphere of efficiency, to help make the school run smoothly, and to demonstrate friendliness to all.

Responsibilities:

1. Oversee school lunch accounts including:
  - A. Swiping student cards at lunch times
  - B. Tracking lunch funds and issuing IOUs and credits
  - C. Entering money in the PowerLunch account on the first day of each week
  - D. Verifying and tracking free and reduced lunch applications and accounts.
2. Keep accurate and orderly filing system of student and other records and set up files for new students.
3. Keep calendar of school and gym events and notify teachers, students, parents and community of on-going events and changes.
4. Collect records of student attendance daily (i.e. late arrivals and dismissals) and call parents of students who are absent.
5. Answer the telephone and direct phone calls and messages.
6. Print principal's newsletter, student award certificates, and school communications and distribute as necessary.
7. Perform typing and other general office duties as outlined by principal.
8. Monitor and operate front entry security system.
9. Sort daily mail.
10. Photocopy materials for teachers and students.
11. Assist parents, students, and visitors who come to the office including assistance with after school bus issues and the 4:00 PM students van.
12. Perform other tasks and assume other responsibilities as the principal may assign.