

LAKE CENTRAL SCHOOL CORPORATION
8260 Wicker Avenue, St. John, IN 46373
365-8507

**SUPPORT SERVICE STAFF
NOTICE OF VACANCY**

For the 2018/2019 School Year (1 year position)

July 23, 2018

Receptionist.....Watson Elementary School

Requirements:

High School Diploma or equivalent.
Interpersonal relation and communication skills.
Ability to work independently and as a team member.

Duties:

Greet and monitor visitors and provide information.
Answer phones and direct guests.
Initial data entry for preschool and itinerant speech
Attendance calls and data entry
Other duties as assigned

Benefits:

- Nine month position, 8 hours per day, additional days may be required.
 - Hourly rate: \$15.15
 - Benefits in accordance with the 9 month Information Sheet
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Apply online at www.lcsc.us, Administration>Human Resources
Position applying for: Secretary/Clerical/Library>Receptionist

Michelle Lavin, Principal
Watson Elementary School
333 W. 77th Ave.
Scherverville, IN 46375
Phone 219-322-1355 – Fax 219-865-4431

Deadline: July 30, 2018

Lake Central School Corporation is an equal opportunity employer which does not discriminate on the basis of race, religion, color, national origin, gender, disability, age, marital status, genetic information or any other legally protected characteristic. Candidates will be screened, interviewed and employed on the basis of personal and professional qualifications and, where applicable, certifiable training, commensurate with the position. Offers of employment are contingent upon the results of personal background checks pursuant to Board Policy.