

Part Time Office Assistant

4 days/week – flexible day off
4-5 hours/day, not to exceed 20 hours per week. Year-round.
10:00 a.m. – 2:00 p.m. preferred. Flexible summer hours
Hourly rate: \$ 10.00/hr or more based on experience

Major purpose is to relieve the school Secretary over the lunch period, relieve the Executive Assistant over lunch period, and help during the occasional sick day or vacation day for either office person. Additional year-round tasks with confidential information (online) and general office tasks are to be completed on time.

Skills necessary: Microsoft Word and Excel. Strong verbal communication.

Tasks include but not limited to:

Answering LHS Office phone and directing calls, taking messages, and paging students.

Gain an understanding of PowerSchool program for taking attendance.

WI Parental Choice Voucher Program tasks:

- Meet monthly deadlines for reports & forms
- Student demographics and codes into Powerschool.
- Monitor the DPI report card and snapshot dates for errors
- Collect voucher application paperwork and create files for new voucher students
- Parent correspondence.
- Help Laura with ordering ACT & Aspire testing through the portal

SCRIP Tasks:

- Place order through SCRIP portal on Monday mornings.
- Receive cards and distribute into envelopes on Thursday mornings.
- Monitor the online ordering activity each week.
- Educate people about the SCRIP program

Counting Money:

- Counting cash boxes to check for accuracy.

Help the Guidance Counselor with filing.

Summer Camps:

- Update booklet
- Update forms
- Upload forms onto LHS website

Process registrations and payments
Order a giveaway for campers
Distribute attendance spreadsheets to Camp Directors/Coaches

Data entry to update Jr. Crusader mailing list in Excel spreadsheets
from Coloring Contest, SALSA school rosters, and summer camps
registrations

Business Manager/Bookkeeping office help with basic data entry, filing, and mailing
statements.

Additional help in making copies, collating materials for mailings, stuffing
envelopes, printing and folding sports programs, and filing.

Help with Dinner Auction preparation, mailings, booklet assembly, and other tasks.

Coordinating volunteers by making phone calls or sending emails for special events,
sporting events, fundraising events, and other needs.

Help in the promotion of the Fall Drama and Spring Musical.