

Job Description
La Porte Community School Corporation

JOB TITLE: Insurance Secretary / Human Resources

Immediate Supervisor: Assistant Superintendent for Human Resources

Summary: The Insurance Secretary will manage employee benefits and be the direct contact person for employee enrollment and questions regarding health, life, and L.T.D. insurance. This position serves to assist and facilitate Human Resource Department services to corporation employees. The Insurance Secretary/Human Resources coordinates student services that include management and attendance at student due process meetings and organization and storage of student records. Receipt and filing of District Exception requests, printing and distributing selected corporation forms and/or documents, and facilitating grant applications are additional primary responsibilities of this position.

Essential Functions: including, but not limited to, the following:

- Prepare ADA and ADM reports
- Prepare grade period and semester enrollment count reports
- Prepare and keep track of employee count sheet
- Microfilming, copying and maintaining student records and cum folders
- Prepare and assist with suspension and expulsion reports and meetings
- Keep track of district exception files
- Maintain the district boundaries map
- Keep track of student transfer tuition
- Selective printing as assigned
- Update Channel 96 as needed
- Complete and record Volunteer Background Checks
- Assist in typing and keeping track of Title I, part D (Delinquent Children)
- Prepare professional correspondences as assigned by supervisor
- Other duties as assigned

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience that is Required: High-school diploma (minimum); previous secretarial experience preferred

Special Skills: Exhibit competency in the following areas: typing, computer application (MicroSoft Word and MicroSoft Excel and miscellaneous computer programs), offset press knowledge and collating machine knowledge (or willingness to learn), must have good telephone communication and etiquette, must be able to work well with people in our office and the school community, work cooperatively with your co-workers, and being able to function as a team member is essential.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit in a chair; use hands to handle objects or tools or controls; reach with hands and arms.

The employee must be able to lift and/or move up to 10 pounds and must be able to lift and/or move up to 50 pounds.

The employee should be able to use the following machines, tools, equipment and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, tape recorder, telephone, calculator, computer, various computer programs, copy machine, riso machine, collating machine and offset press.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to quiet.

Terms of Employment: Twelve month (260) day work calendar – wages to be determined by the Board