

Job Description
La Porte Community School Corporation

JOB TITLE: Secretary to the Assistant Superintendent for Human Resources

IMMEDIATE SUPERVISOR: Assistant. Superintendent for Human Resources

Summary: Serves as administrative assistant to the Assistant Superintendent for Human Resources.

ESSENTIAL FUNCTIONS include the following. Others duties may be assigned.

QUALIFICATIONS: Minimum of a High School Diploma or equivalent; knowledge of office procedures, business machines, computers/software; ability to effectively deal with the public, in person, by phone, and through correspondence.

1. Open, sort, and direct Assistant Superintendent's mail.
2. Serve as receptionist for Assistant Superintendent.
3. Answer telephone calls directed to the Assistant Superintendent; relay messages, as needed.
4. Schedule appointments for Assistant Superintendent; maintain updated calendar.
5. Type correspondence, as directed, and answer routine mail.
6. Maintain personnel files.
 - A. Meet with new employees to secure and complete personnel file documents.
 - B. Contact former employers of certified employees for experience verification.
 - C. Complete and submit TRF/PERF membership forms as required.
7. Maintain general Human Resources files.
8. Prepare summer school contracts (certified, non-certified, and driver education staff), school-year non-certified contracts, temporary teaching contracts, bus driver contracts, and extra-curricular (non-certified) contracts.
9. Collect data from schools and complete annual and semi-annual reports.
 - A. State DOE reports.
 - B. Federal Civil Rights Compliance reports.
10. Respond to unemployment notices concerning previous employees.
11. Complete and submit the bi-weekly *New Hire Directory* report.
12. Research, organize, prepare correspondence, and make purchases for annual staff award presentations.
13. Order and maintain office supplies for Assistant Superintendent's office.
14. Develop, prepare, and distribute new-school-year calendars.
15. Provide quarterly new-employee reports to head nurse.
16. Prepare *Personnel Recommendations* for board meetings and complete follow-up letters/files.

17. Prepare, copy, distribute, and collect annual non-certified employee evaluation forms.
18. Prepare, copy, distribute, and collect certified employee end-of-year memos and accompanying forms.
19. Prepare, copy, distribute, and collect annual non-certified employee *Letters of Intent*. Summarize responses for administrators and Payroll Department.
20. Maintain teacher licensing records in LLLLOW computer system.
21. Prepare Severance Pay worksheets for retirees, as needed.
22. Prepare license-expiration notices for teachers.
23. Revise, duplicate, and distribute employee handbooks, as necessary.
24. Prepare New Teacher Orientation materials/letters for annual presentation.
25. Prepare, duplicate, and distribute job postings, as directed.
26. Secure criminal history checks on all new permanent, temporary, and substitute employees.
27. Administer *ParaPro* or corporation tests to prospective non-certified employees, as needed.
28. Arrange school placements for student teachers as requested by universities.
29. Perform all other duties as assigned by the Assistant Superintendent for Human Resources.

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: Minimum of a High School Diploma or equivalent. Associate's degree and/or successful college credit in office management.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from the Board of School Trustees, administrators, faculty, and/or parents. Ability to effectively present information both orally and in written form.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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 this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasional lift and/or move up to 20 pounds and lift and/or move up to 10 pounds frequently. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 quiet.

TERMS OE EMPLOYMENT: Twelve-month schedule. Salary to be according to current schedule as established by the Board of School Trustees.