

Job Description  
**La Porte Community School Corporation**

**JOB TITLE: Secretary to the Superintendent of Schools**

**IMMEDIATE SUPERVISOR:** Superintendent of Schools

**Summary:** Serves as administrative assistant to the Superintendent.

**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.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

Act as receptionist for superintendent. Arrange superintendent's appointments and meetings.

Receive telephone calls for superintendent, assist caller or refer to proper person.

Open, date stamp, and prioritize mail; answer routine mail as directed.

Type correspondence for superintendent and school board; proofread all correspondence and other data before distribution.

Order supplies for superintendent and school board as needed.

Attend and take minutes at administrative council meeting (and other meetings) as requested by superintendent. Distribute minutes after transcription.

Prepare draft agenda for school board meeting. Arrange meeting for superintendent and board president to discuss and approve agenda.

Copy and send meeting packets to school board and distribute to central office administrators; post agenda at ESC and mail to media; distribute to all corporation buildings, e-mail to Technology for posting on website and to person scheduling Channel 44 for listing on cable.

Set up board room on meeting dates; prepare any forms necessary for signature at meeting.

Maintain official school board minute book.

Prepare and send out superintendent's mailing to school board on Friday of each week.

Keep NEOLA policy service informed of newly adopted policies and changes. Maintain administrative guideline, policy and forms books.

Compile information for and update *Student and Parent Guide* yearly. Have draft reviewed by school attorney. Oversee obtaining quotes for printing and distribution when completed. This is a time sensitive function.

Compile information and make changes to *Personnel Directory*. Oversee obtaining quotes for printing and distribution when completed. This is a time sensitive function.

Make travel reservations/arrangements for superintendent and School Board as requested.

Maintain files.

Prepare bi-weekly attendance and overtime reports for payroll.

Update the 'End of the Year Checklist' form and distribute to principals (late April).

In January, distribute and submit 'Conflict of Interest' forms to school board for approval, file with State of Indiana and have school attorney file with LaPorte Circuit Court. Retain copies for corporation file.

Assist La Porte Educational Development Foundation with agendas, mailings, grants, and annual updating of organizational book.

**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.