

PLEASE POST

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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

900 Gerry St
Gary, IN 46406

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Paige McNulty, Emergency Manager

POSITION: Secretary – Career and Technical Education

SALARY: To Be Determined

REPORTS TO: Director of Career Center

ESSENTIAL FUNCTIONS

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Performs various routine clerical duties (e.g. screening calls; taking and transmitting messages; maintaining calendars; performing data entry; faxing documents; word processing; etc.)
- Registers students and maintains student grade cards and reports to feeder schools.
- Maintains records on student graduates and handles student withdrawals.
- Provides records of non-Gary students for tuition billing to Director's office.
- Provides ADA material to Educational Support Services for students not attending a home school.
- Maintains records on enrollment membership of day school programs.
- Handles office detail for principal.
- Receives visitors and answers telephone, determines nature of business and either answers questions or refers to appropriate person.
- Maintains accurate locker assignment records.
- Prepares, files and maintains reports for the State Vocational and Technical Education Agencies.
- Maintains regular attendance and punctuality.

TREASURER-PAYROLL PERFORMANCE RESPONSIBILITIES:

- Serve as administrative assistant to the Director of Technical, Vocational and Adult Education.
- Receive and receipt all cash for deposit on state forms (a) collect and receipt cafeteria monies (b) collect and receipt instructional supplies and class fees as necessary (c) collect book rental fees (maintain book rental records and data processing) (d) collect and receipt monies for obligations, lost/damaged books.
- Receipt and deposit all activity monies in proper accounts.
- Banking, positing, check writing.

- Maintain daily entries of all receipts and expenditures.
- Prepare financial forms (weekly, monthly, semi-annual cash reports)
- Prepare request for purchase forms for authorization by administrator.
- Prepare checks, write receipts and maintain accurate control sheets for all accounts.
- Prepare all financial reports and maintain all necessary records.
- Pay all debts, check authorization purchase orders, and prepare State Purchase Vouchers.
- Balance all accounts as per guidelines.
- Handle building rental contracts.
- Maintain attendance records and prepare payroll and supplemental pay forms for school personnel.
- Assist director with assignment of substitute teachers.
- Receive and process F-28 forms.
- Distribute bi-weekly paychecks to school personnel.

REGISTRAR/REQUISITION PERFORMANCE RESPONSIBILITIES:

- Register non-Gary school students and maintain student grade cards and report to feeder schools.
- Maintain records on student graduates and handle student withdrawals.
- Maintain records on enrollment membership of day school programs.
- Locate and compile data and collate material for statistical reports.
- Collect and maintain information needed for statistical and descriptive reports.
- Data entry of requisitions for Carl Perkins Grant.
- Submit work orders to Maintenance Department via email.
- Maintain accurate calendar of events for Career Center.
- Answering telephones and greeting the public.

WGVE RADIO STATION RESPONSIBILITIES:

- Receiving and receipting all monies for weekend programmers/churches.
- Creating listing of unpaid programmers for radio station personalities.
- Maintaining radio station logs & contracts for audits.
- Preparing weekly F-13 report/check to pay the GCSC Cashier.
- Maintaining account of balances for the WGVE accounts.
- Data entry of requisitions and vouchers for the WGVE accounts.

CTE RESPONSIBILITIES

- Assists CTE Director with building, improving and expanding CTE programs.
- Assists CTE Director with developing and implementing the annual outreach/marketing plan for GACC CTE programs.
- Coordinates visitation of students from sending schools.

- Coordinates sending school attendance, report cards and maintain communication with sending school counselors concerning student successes and problems.
- Verifies transcriptions accuracy and make corrections.
- Works with all school counselors in the area of student services as it relates to career education.
- Manages the technical honors diploma data collection and verification process.
- Coordinates and oversees all events for CTE Programs.
- Serves as Test Site Coordinator for programs seeking student certifications and any end-of-course assessments needs for career programs.
- Assists with the preparation and writing of Carl Perkins Grant and additional required documents or grants to secure funding.
- Collects and ensures all required data is accurately recorded and submitted for State reporting.
- Assists with data collection for InTERS – Form 30A (fall report, follow-up and spring report) and other data reports as needed (ex. core indicators reporting).
- Verifies CTE course completer placement status of CTE graduates semi-annually.
- Assists with student application process for enrolling and scheduling new and existing students into CTE programs and ensures information is entered into District's student information system.
- Assists in preparing budget amendments for CTE related grants.
- Assists with creating the Career Center's master schedule.
- Seeks, develops and maintains positive relationships and partnerships with sending school districts, local and state employers, organizations and communities.
- Attends CTE statewide and regional conferences and meetings as requested.
- Assists sending schools with data gathering, reporting and ECA test administration.
- Assists in coordinating Career Technical Student Organization activities with teachers.
- Oversees dual credit program; including the application process, pre-requisite testing and grade reporting.
- Assists in Perkins asset reporting & recording.
- Assists with day to day Career Center operations.
- Performs other duties assigned by CTE Director.

SUPERVISORY RESPONSIBILITIES

None.

Knowledge of:

- General office and clerical practices.
- Customer service methods and techniques.
- Basic filing and recordkeeping principles.
- Proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook).

Ability to:

- Establish and maintain effective working relationships with employees, students, parents, and the public.
- Work without close supervision; perform satisfactorily under pressure and with frequent interruptions.
- Communicate effectively in writing and orally to sufficiently exchange or convey information and to receive work direction.

EDUCATION AND EXPERIENCE

High School Diploma, or G.E.D., and a minimum of three (3) years in general office or basic customer service experience; and/or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

CERTIFICATION

None.

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.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Required Testing

- Drug Test

Certificates & Licenses

- Background Check

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:

Gary Community School Corporation
www.garycsc.k12.in.us
 Click on “Employment”
 900 Gerry Street
 Gary, IN 46406

EQUAL OPPORTUNITY EMPLOYER