CENTER GROVE COMMUNITY SCHOOL CORPORATION MISSION
We develop knowledgeable, confident and responsible citizens through inspirational and innovative learning opportunities.

CENTER GROVE COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION

Position Title	**Secretary to Coordinator of Alternative Education**
Building/Department	**The Academy**
Supervised & Evaluated By	**Coodinator of Alternative Education**
Evaluation	**Yearly**

Position Details:
Days Per Year **194**
Hours Per Day **8**

Employment Status:
☒ Full-Time Employment
☐ Part-Time Employment
☐ Temporary Employment
☐ Seasonal Employee

Benefit Level:
☐ **A Certified Administrators**
☐ **B Directors and Coordinators**
☒ **C Support Staff**
☐ **D "Other" (No Benefits)**
☐ **Bargaining Unit**
Master Teacher Contract

FLSA Overtime Status:
☐ Exempt
☒ Non-Exempt

Job Description Updated:
June, 2018

Minimum Qualifications and Credentials Required:

- Degree preferred/High School Diploma required
- Proficient Computer Knowledge
- Ability to lift boxes weighing approximately 20 pounds
- Skilled in Word, Excel, PowerPoint, Publisher, Adobe
- Good written and oral communication skills
- General financial office experience desirable

Essential Functions:

1. Provides administrative support for Alternative Education coordinator
2. Provides administrative support for Bridges
3. Maintains The Academy file room
4. Responsible for doing meeting preparation at The Academy – scheduling of rooms and set up
5. Responsible for processing monthly mileage claim forms for Coordinator of Alternative Education
6. Responsible for ordering and tracking supplies/equipment for Coordinator of Alternative Education, Program Support, Behavior Coaches and Bridges
7. Publishes two newsletters a month (first and second Wednesday of month)
8. Completes purchase orders as needed
9. Keeps files and forms current
10. Maintains confidentiality as required and appropriate

11. Maintains, prepares and processes budget requisitions and accounts payable vouchers for training purposes for Health Services Department

12. Provides secretarial support for Health Services Coordinator

13. Responsible for clinic assistant duties for Academy students

14. Reserve space, order supplies and track training in CPI

15. Coordinate and assist with organizing and analyzing testing date for students in the Academy

16. Other duties as assigned by Executive Director of Special Services, Assistant Director of Special Education and Coordinator of Alternative Education

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