

West Central School Corporation

1850 S. US 421
P.O. Box 578
Francesville, IN 47946

“Encourage Every Student Every Day” *Engage *Empower *Educate

Phone 219-567-9161
Fax 219-567-9761

Job Posting – Corporation Secretary/Transportation & Maintenance Secretary

West Central is hiring a Corporation Secretary/Transportation & Maintenance Secretary

Days: 200 days per year, including all student days and 20 days arranged with the Superintendent.

Hours: 7:30-4:00 and School Board Meetings

Location: District Office located at 1850 S. US 421, Francesville, IN 47946

Compensation: TBD

Applications will be reviewed as they are received. Applicants are encouraged to notify West Central of their intention to apply as soon as possible. West Central reserves the right to fill the position as soon as a suitable candidate can be found.

Questions about the position can be directed to:

Dan Zylstra
219-567-9161

Interested candidates should submit a resume and a non-certified application directly to:
dzylstra@wcsc.k12.in.us

Duties of this position include but are not limited to:

Superintendent's Secretary

1. Perform complex clerical and secretarial work involving frequent detailed duties of an administrative nature, including state reporting and other data
2. Exercise good judgement in establishing or adapting work procedures to new situations and in performing varied clerical administrative services
3. Screen and direct incoming telephone calls, manage visitor access to the building, and direct incoming mail
4. Communicate and disseminate information on behalf of the school corporation to multiple stakeholders as directed
5. Assist with the organization of Purchase Orders and district-level ordering for the district's needs
6. Maintain organized files for ready access to meet corporation needs
7. Assist in the maintenance of online district calendars, websites, and other digital communication tools
8. Assist other transportation and maintenance staff with record-keeping
9. Prepare materials for meetings as directed
10. Attend monthly school board meetings to take notes
11. Other duties as assigned by the superintendent

Transportation & Maintenance Secretary

1. Schedule bus drivers for regular and substitute routes to meet student needs
2. Schedule substitute bus drivers as needed to ensure routes are fully staffed
3. Communicate with prospective bus drivers and manage their onboarding process
4. Maintain accurate records of district routes for local use and for substitute driver use
5. Maintain up-to-date driver personnel files including all relevant CDL information
6. Work with the National CDL Clearinghouse to ensure all bus driver files are up-to-date and compliant with federal and state transportation law
7. Schedule drug screenings in collaboration with the district's contracted company to ensure drivers are screened promptly
8. Assist the Director of Maintenance with managing bi-weekly time and attendance records
9. Manage bi-weekly time and attendance records for all transportation staff
10. Other duties as assigned by the superintendent