



Dr. David Clendening
Superintendent

Dr. Brooke Worland
Assistant Superintendent

Ms. Tina Jobe
Chief Financial Officer

Mr. Benji Betts
Executive Director of Operations

Mr. Doug Kirby
Interim Director of Technology

Vacancy Notice

Applicants must apply online at www.franklinschools.org

POSITION: School Secretary

LOCATION: Franklin Cub Academy

NUMBER OF DAYS PER YEAR: 210 days per year

NUMBER OF HOURS PER DAY: 7.5 hours per day

DUTIES: See attached

REQUIREMENTS: See attached

BENEFITS: Based on the Classified Staff Handbook – available on the 1st of the month following 60 days of employment

SALARY: Based on experience – starting at \$17.50/hour

POSITION BEGINS: July 2026

APPLICATION DEADLINE: Open until filled

CONTACT: Mrs. Katie Smith, Principal – smithk@franklinschools.org

Dr. David Clendening
SUPERINTENDENT

'All applicants considered for hire after July 1, 2009 must obtain a criminal history background check subject to I.C. 20-26-5-10. This background check must be completed through the Indiana State Police prior to receiving an offer of employment with the cost being borne by the applicant. If selected for an interview, additional information will be provided at the time of interview.'

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex, disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment.

FRANKLIN COMMUNITY SCHOOL CORPORATION
School Secretary
Job Description

Job Title: School Secretary
Assignment: Franklin Cub Academy
Supervised by: Principal
Purpose: To ensure the smooth and efficient operation of the Franklin Cub Academy office by assisting daily in an efficient and confidential manner. Must bring a customer-friendly approach to all aspects of the position

EXAMPLES OF DUTIES: (This list may not include all the duties assigned)

Essential Functions:

- Provide a welcoming atmosphere for all visitors and promote positive public relations for the school corporation.
- Process student enrollment and attendance.
- Receives, screens, and routes all incoming calls, outgoing calls, and written communication. Also, takes messages as needed.
- Keep the phone lines open for incoming calls and help ensure an efficient work environment for the building staff.
- Schedule all areas of the building for school and community use and enter them into the online calendar. Post in the reception area the daily usage of the building's conference rooms.

General Functions:

- Provide the necessary office routines and practices for a busy, productive, and smoothly run office.
- Provide clerical support as needed.
- Distribute mail and packages to intended recipients.
- Direct visitors to the correct areas.
- Maintain confidentiality.
- Work on special projects as requested by building or district administration.
- Other duties as assigned.

Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

MINIMUM JOB REQUIREMENTS:

- Must possess and maintain a valid State Driver's License
- High school diploma or equivalent required
- Successful completion of an expanded criminal history and DCS background check

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Communicate with clarity and quality either orally or in writing.
- Perform a variety of work involving the use of time management, speed, and confidentiality.
- Perform detailed work accurately.
- Maintain cooperative working relationships.
- Perform work without continuous supervision.
- Meet deadlines and respond promptly to correspondence, contacts, and inquiries.
- Maintain a professional demeanor at all times.