

Secretary - Corporation Secretary to the Superintendent

FLSA Status: Hourly, Non-exempt

Salary Schedule/Job Description		Effective August 2026	
Length of Work Year: 260 Days		Starting Compensation - \$25.00/Hour	Probationary Period - 30 Calendar Days
Fringe Benefits Offered After Successful Completion of Probationary Period:	1. Family Bereavement Leave - Specific details may be found in the North Newton Unified Handbook. 2. Job-class specific call-in, extra-duty, or emergency response pay may be applied only when approved and properly documented. 3. Personal Business Days - 3 Days; unused days will be transferred to sick leave balance. 4. Sick Leave Days - 9, which may accumulate to 90 days and will not be paid if unused. 5. Paid Holidays - Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day and Memorial Day. 6. Vacation Days - 10 days after successful completion of the probationary period. After the first year, 1 additional day for every year of employment up to 5 days and credited on July 1. Vacation days must be scheduled in advance with the building administrator or supervisor.		
Benefits Offered After Successful Completion of Probationary Period and Average 30+ Hours/Week:	1. Health Insurance. 2. Dental Insurance. 3. Group Vision Insurance. 4. Life Insurance. 5. Disability Insurance. 6. Enrollment in P.E.R.F. if eligible.		
Notes:	For new employees, personal business days, sick leave days and vacation days will be prorated based on start date after successful completion of the probationary period and approval by the Board of Trustees.		
Job Description:	The Secretary to the Superintendent provides confidential executive and administrative support to the Superintendent and central office, including communications, scheduling, board meeting support, agenda and minutes preparation, records, public notices, document preparation, coordination with district leaders, and assistance with daily corporation office operations. <i>Note: This job description is not intended to be an all-inclusive list of duties and responsibilities. Additional tasks may be assigned by the supervising teacher, building principal, superintendent, or designee as necessary to meet the needs of the school corporation.</i>		

Start Date: July 1	Reports to: Superintendent / Board of Trustees Officers
End Date: June 30	
Days Off: July 4th, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas, New Year's Eve, New Year's Day, Memorial Day.	Working Hours: 8 Hours / Shift: 7:00 AM - 3:00 PM