

**Admin Assistant to the Superintendent/Secretary to the Board of School Trustees
Tipton Community School Corporation**

Admin Assistant

- Secretary to the Superintendent
- Schedule Superintendent's meetings/appointments
- Superintendent correspondence
 - Letters from Superintendent
 - Mailings
- Monitor bus radio
- Assist with monitoring Security Gates
- Backup for answering telephone and doors
- Maintain Emergency Contact List
- Maintain Emergency/Inclement Weather List
- Assist in coordinating Welcome Back for staff
 - Breakfast
 - Corporation Meeting
 - Welcome Back gifts
 - Vendors
- Meeting room calendars
- Prepare meeting rooms
 - Tables/Chairs/Food/Drinks/Internet
- Assist with New Hire Orientation
- Assist with Teacher Academy
- Assist in planning Employee Banquet for staff
- Employee Directory
- Employee Sports Pass distribution
- Send Legal Notices for publication
- Prepare Mowing Bid Packets
- Prepare Fertilization Bid Packets
- Maintain Archive Files
 - Terminated employees
 - Students no longer attending TCSC
 - Special Education Files
 - Payroll Documentation
 - Board Minutes/AP Claims
 - Scan/Shred Files
- Website
 - Calendar of events
 - Board Information Updates
 - Job postings
 - add/edit as needed
- Assist staff with internet/computer issues when needed
- Assist when need with construction project/meetings

- Schedule meetings with Superintendent
- Arrange meeting rooms
- Accept bids when needed
- Assist employees with questions/concerns
- Building Usage Forms
 - Review dates
 - Proper approvals
 - Insurance needs
 - Distribute to Building/Maintenance/Custodial Staff
 - Determine Fee when needed
- Assist Business Office Manager when needed
- Other duties as assigned by Superintendent and/or Business Office Manager

School Board Meetings:

- Attend all Regular Session/Special Session/ Work Session and Public Hearing Meetings
- Prepare Board Agenda
- Prepare all signature pages for Board
- Review Agenda/attachments for Board meeting
- Upload documents
- Prepare Minutes for Board approval
- Post approved Minutes to school website
- Post approved Minutes to Gateway
- Attain all required signatures from Board Members
- Notify Newspaper of meeting date/time/location
- Post Agenda in building

Transportation Duties:

- Monitor Bus Radio AM/PM
- Track all CDL Physicals for all Bus Drivers
- Track all Drivers Licenses for Drivers
- Manage Driver Personnel Files
- Assist with Bus/Vehicle registrations and payments
- Assist with determination if students live in the district
- Assist Director of Transportation with onboarding of new drivers

WillSub:

- Update database with TCSC new hires/terminations
- Employee login information
- Monitor all absences for Certified and Classified staff
- Assist in filling jobs when not filled automatically
- Approve new subs for Teacher, Custodial and Cafeteria
- Approve time and attendance for all substitutes for payroll
- Work closely with WillSub representatives to onboard new substitutes
- Set up/Arrange job fairs with WillSub Representatives

- Approve billing statement for substitutes
- Manage site (input yearly calendar, approvals, log in information)

Frontline:

- Post all TCSC Openings (per Superintendent's approval)
- Email/post to all staff any openings at TCSC
- Monitor all job postings
- Monitor all applications
- Assist Building Principal as needed with Frontline/finding new employees
- Assist Cafeteria Managers and Custodial Managers in using system

Marketing/Branding Coordination

- Get approvals for Spirit Wear
- Mascot/Word Mark
- Approved colors
- TCSC Online Store
 - Products
 - Design/Layout
 - Marketing