Shoals Community School Corporation

Sue Lanham
Superintendent

Kendra Wright
Treasurer

Darla Holt
Corporation Secretary
Deputy Treasurer

11741 Ironton Road
Shoals, Indiana 47581
Telephone (812)247-2060
Fax (812)247-2278
http://shoals.k12.in.us

Drexel Turpin
President

Eva George
Vice President

Annette Taylor
Secretary

Ethan Jones
Member

Lorna Troutman
Member

Job Description

Corporate Secretary / Deputy Treasurer

The Corporate Secretary/Deputy Treasurer supports the School Board and financial operations of Shoals Community School Corporation by maintaining accurate records, ensuring legal compliance, and assisting the Superintendent and Corporation Treasurer.

This position also serves as the first point of contact in the central office and plays an important role in creating positive, respectful interactions with staff, families, and community members. Positive communication skills, attention to details and a growth mindset are essential.

Key Responsibilities

- Welcome visitors, assist staff, and respond to inquiries and requests.
- Answer and direct incoming phone calls, manage central office correspondence and communication with staff and families.
- Support the School Board by preparing meeting agendas, materials, and official minutes for board and committee meetings.
- Maintain and safeguard official district records, including policies, bylaws, resolutions, contracts, and governance documents.
- Ensure compliance with open meeting laws, public records requirements, and other state and local regulations.
- Coordinate board elections, appointments, oaths of office, and required filings.
  Prepare and process biweekly payroll for certified and non-certified staff.
- Coordinate and maintain accurate payroll, personnel, and leave records.
  Assist the treasurer with oversight of district finances, including budgeting, accounting, and internal controls.
- Support new employees during onboarding and coordinate employee benefits enrollment and changes.
- Work collaboratively with the Superintendent, business office staff, insurance entities, staff members, auditors, and state agencies.
- Perform other related duties to support efficient district operations.

Hours

- 7.5 hours per day
- 260 days per year

Salary and Benefits

- Salary Range: competitive and commensurate with experience and qualifications
- Benefits Include:
    - Health, dental, and vision insurance options
    - Life insurance
    - Participating in Indiana Public Employees Retirement Fund (PERF)
    - Paid leave and vacation
    - Paid holidays

Qualifications

- Strong organizational and time-management skills
- Ability to handle confidential information with professionalism
- Clear written and verbal communication skills
- Proficiency with common office software and technology
- Experience scheduling meetings and preparing documents
- Attention to detail and accuracy
- Ability to manage multiple tasks and meet deadlines
- Strong customer service and interpersonal skills
- Ability to work independently and as part of a team
- Willingness to learn and adapt to changing needs

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