

Adrienne Goldman, Principal
Matt Pait, Assistant Principal
Christine Allred, Director of Counseling
Jill Sammons, Counselor
Levi Carmichael, Athletic Director

~ NOTICE OF VACANCY ~

CHS Building Treasurer & Administrative Assistant to Principal

School: Clarksville High School

Period of Time: Full time position available now. On the job training will take place with the current treasurer through June.

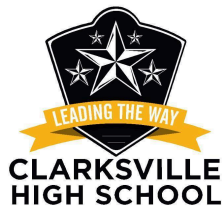
Minimum Qualifications/Requirement:

- High School Graduate
- Proven proficiency in Microsoft and the Google Suite
- Proven proficiency in Managing Financial Operations
- Must qualify for a Position Bond

Purpose: Serves as high school treasurer and administrative assistant to the school principal.

Essential Duties:

- Excellent communication skills (written and verbal)
- Ability to maintain a high level of confidentiality with staff and students.
- Ability to work independently
- Proven record of accurate bookkeeping, accounting and data collection.
- Treasurer for school co- and extracurricular funds:
 - maintains purchase order log and assures all departments work within their budget
 - prepares purchase orders and places orders
 - assures that purchase orders and invoices are forwarded to the corporation treasurer on a timely basis
 - receives and deposits money for school clubs and athletic department
 - processes all expenses/payments for school clubs and athletic department
 - provide timely and accurate financial statements to sponsors and State Board of Accounts auditors
 - process fundraiser requests and maintain accounting records
 - upload monthly required reports to Gateway
 - collects and maintains complete inventories of every room, classroom, and athletic team.
 - curricular fees responsibilities:
 - assigns curricular fees based on student schedules
 - send billing statements to parents
 - post payments, credits, and refunds
 - assists in billing and collecting student obligations for all fees, including the media center, athletic department and various school organizations.
 - Manages all processes of small claims, this includes but is not limited to sending bills out on time, setting up payment plans, completing required documents for small claim submissions and representing CHS at small claims court.



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- Performs a variety of administrative assistant duties needed for the efficient operation of CHS, including but not limited to:
 - Scheduling appointments, greeting visitors, making copies, keeping accurate and up-to-date records.
 - Provides assistance to teachers regarding materials, forms and other needed information.
 - Serves as contact person for scheduling practicum students and student teachers
 - Serves as liaison with staff for all building maintenance related problems.
 - Creates, maintains and shares a building calendar of weekly activities.
 - Orders and maintains levels of office supplies for school office use.
 - Provides assistance as requested by the assistant principal in the absence of the secretary.
 - Provides assistance to students who are ill or injured in the absence of the school nurse.
 - Coordinates maintenance and repairs of all office and building printers and copiers.
 - Serves as building contact to staff regarding materials, forms, payroll, insurance, budgets, professional development, etc.
 - Helps handle building level payroll duties including staff leave requests, time cards, and substitute teachers.
 - Maintains and logs all building level keys.
 - Processes limited background checks for visitors and chaperones.
 - Schedules the rental of High School facilities by outside parties and coordinates equipment usage, custodial service, and billing for such rentals.
- Performs other duties as assigned by the principal.

Salary: Salary Schedule as adopted on the Statement of Benefits for Clerical Employees

Resumes will be accepted until the position is filled. Applicants must email a letter of interest, resume, application, and transcripts to Adrienne Goldman, CHS Principal, at agoldman@clarksvilleschools.org

Note: Application can be found by clicking [HERE](#).

It is the policy of the Clarksville Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, limited English proficiency, age or handicapping conditions in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and Title VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Date: **January 22, 2024**