



Leadership Organizational Chart

Mishawaka Schools Locations

04/25/17

Click a location for more information. As you navigate through the organizational charts, click on a job description or department name for more information. At the bottom of each section/page is a back button to return to the previous page.





Leadership Organizational Chart

Administration Center

04/25/17

More
information
coming soon

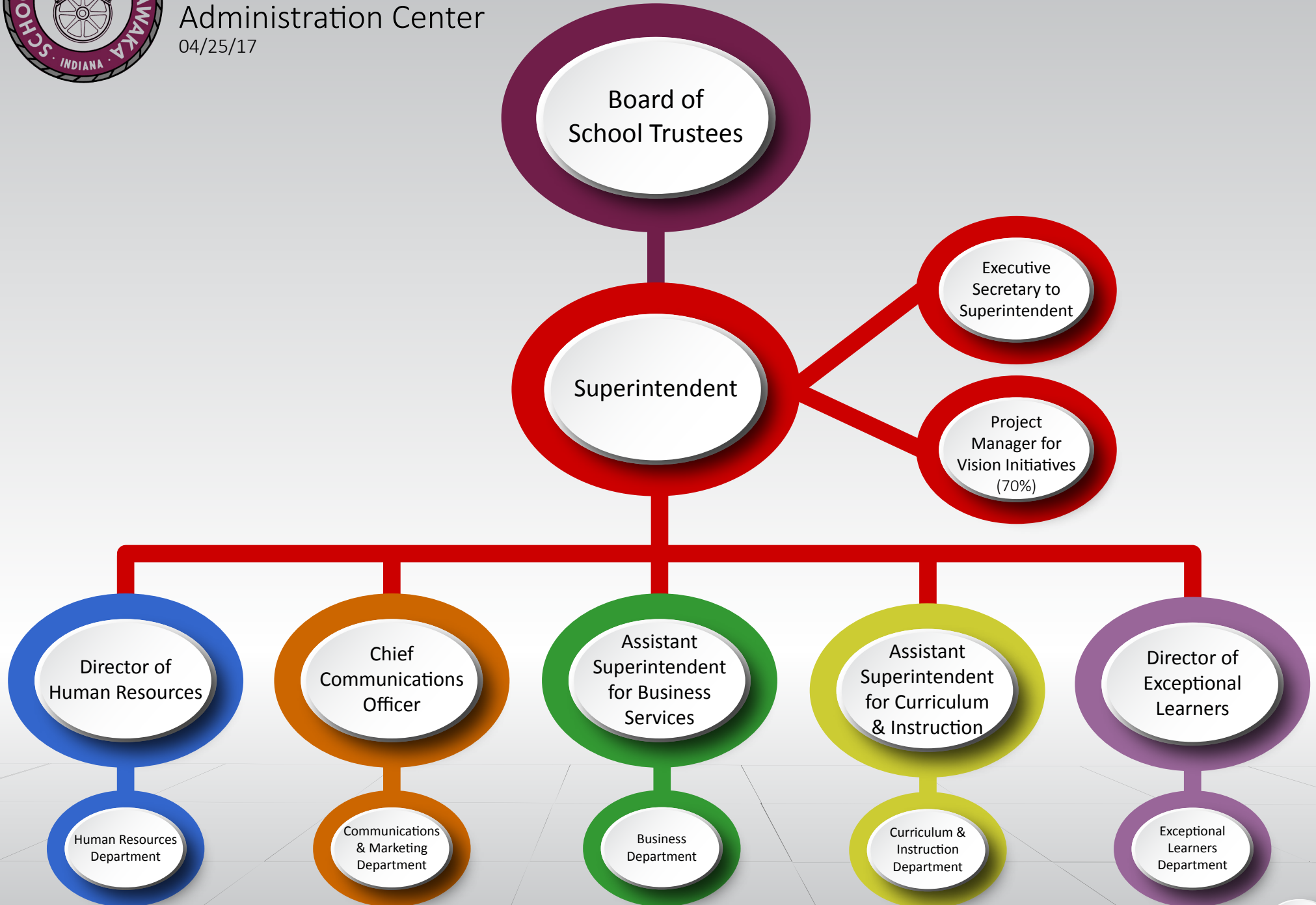


Leadership Organizational Chart

Administration Center

04/25/17

Click a job title for more information.





Leadership Organizational Chart

Administration Center - School Board

12/13/18



Richard C. Currey
President



William D. Pemberton
Member



Jeffery E. Emmons
Vice President



Amanda Roberts
Member



Holly Parks
Secretary

Addendum to Teacher Contract
School City of Mishawaka
Superintendent of Schools Contract

THIS CONTRACT of employment Addendum (hereinafter “Contract”) is attached to and made a part of the regular Teacher’s Contract of A. Dean Speicher as Superintendent of Schools by the Board of School Trustees of the School City of Mishawaka (collectively hereinafter referred to as the “Board”) by consent of the parties in the manner permitted by Indiana Code § 20-28-8-6.

1. Parties to this Contract:

The parties to this contract are the:

- A.* “Superintendent of Schools,” meaning A. Dean Speicher; and
- B.* “Board,” meaning the Board of School Trustees acting as the Governing Body of the School City of Mishawaka.
- C.* The term of this Addendum to Teacher Contract is for three (3) years as required by Indiana Code § 20-28-8-6. The Contract and Addendum begin on July 1, 2016 and end on June 30, 2019.
- D.* The term “Contract Year” as used in this contract means a period beginning on July 1 of one calendar year and ending on June 30 of the following contract year.

2. Employment of Superintendent of Schools and Terms of Employment

- A.* The Board employs the Superintendent of Schools and the Superintendent of Schools agrees to be employed by the Board as the Chief Executive Officer and Chief School Administrator for the School City of Mishawaka (“School Corporation”) for the period of July 1, 2016 and concluding on June 30, 2019, subject to the terms of this contract.
- B.* The parties agree that the Superintendent of Schools shall provide services on two-hundred sixty (260) days annually during the term of this contract. These work days shall be provided in accordance with a schedule of work days established by the Superintendent of Schools and approved by the Board so as to ensure the full and competent performance of the duties outlined in Item 3 of this Contract.
- C.* The two-hundred sixty (260) work days shall include sick leave days pursuant to Item 5-I of this contract and any other paid leave pursuant to items 5-H, 5-J, 5-K, 5-M and 5-R. The Superintendent of Schools shall devote his full-time attention and energy to the business of the School Corporation with the exception of the three (3) days outlined in Item 5-L.
- D.* The Superintendent of Schools is encouraged to be engaged in the Mishawaka community on Boards and Initiatives that contribute to a collective impact in the community.

E. The Superintendent of Schools is a Teacher/Superintendent duly licensed by the Indiana Department of Education as follows:

Serial No. of License: 11939125

License No: 1254671

Highest Degree Earned: Doctorate

Kind and Grade: Superintendent-Life

Date of Issue: 12/24/1989

Date of Expiration: 11112099

3. Duties of Superintendent of Schools

A. The Superintendent of Schools is responsible for and shall perform those functions as specified in the Job Description, Board Policies and Procedures for the position for which the Superintendent of Schools is employed.

B. The Superintendent of Schools shall be responsible to, and shall be subject to, the direct supervision and evaluation of the Board.

C. The Superintendent of Schools is also responsible for complying with all directives of the Board, which are authorized by official Board action.

D. During the term of this contract, the Superintendent of Schools shall hold and maintain such State licenses and certifications as may be applicable or required.

4. Evaluation of the Superintendent of Schools

The Board will review, evaluate and rate the Superintendent's performance twice each year during the term of this contract, January and July. The Superintendent must receive a Highly Effective rating for each evaluation period to qualify for the Performance Incentive pay outlined in 5-B.

5. Salary and Benefits

A. *Salary.* The Superintendent of Schools shall be paid an initial base salary of one-hundred forty-five thousand dollars (\$145,000.00) for the contract term of July 1, 2016 through June 30, 2017. The School Board will adjust the salary in January of each calendar year. The salary adjustment will be retroactive to July 1 of the previous year as is the practice with the Administrative Group. The Superintendent shall be paid in twenty-six (26) equal bi-weekly payments on a schedule fixed for all employees of the School Corporation.

B. *Performance Incentive Pay.* The Superintendent of Schools shall qualify to receive Performance Incentive Pay if he receives an overall evaluation rating of Highly Effective for each of the two evaluation periods. The Performance Incentive Pay will be based on the following weighted factors: (A) Evaluation (Indiana School Boards

Association Tool)—45%; (B) Board Goals and Metrics mutually agreed upon by the Board and the Superintendent of Schools—45%; (C) School Corporation Grade of Highly Effective or Effective (Indiana Department of Education Metric)—A=Highly Effective, B=Effective, C=Improvement Necessary, D=Improvement Necessary, F=Ineffective—10%. The Superintendent shall qualify to receive ten thousand dollars (\$10,000.00) of Performance Incentive Pay if he receives an overall ranking of Highly Effective in the evaluation segment; Highly Effective or Effective in the IDOE School Corporation Grade segment; and Highly Effective in the Board Goals and Metrics segment.

C. *403(b)*. The Superintendent of Schools may elect to defer income and to participate in the School Corporation approved list of plans qualifying under Section 403(b) of the Internal Revenue Code.

D. *Insurance Coverage, Contributions and Reimbursements*.

(i) Health Insurance. The Superintendent of Schools will not participate in the School Corporation Group Health Insurance Plan. The Superintendent elects a 5% VEBA contribution of his annual salary to assist with health insurance payments.

(ii) Dental Insurance. The Board shall make Dental Insurance available to the Superintendent of Schools and pay the full family premium.

(iii) Vision Insurance. The Board shall make Vision Insurance available to the Superintendent of Schools and pay the full family premium.

E. *Term Life Insurance*. Since due to age, the Superintendent of Schools is not eligible for School Corporation group life insurance, the Board shall place a dollar amount equivalent to the annual premium for two-hundred thousand dollars (\$200,000.00) of life insurance coverage in the Superintendent's 401(a) account each year during the term of this Contract and Addendum.

F. *Short & Long-Term Disability*. Disability compensation shall be paid to the Superintendent of Schools in the event he is unable to perform his normal employment responsibilities because of a medical disability. The amount shall be paid based on the Superintendent of Schools' per diem annual salary rate and shall continue until Long-Term Disability coverage is available or for ninety (90) days, whichever comes first.

G. *401(a) Contribution*. The Board provides a benefit to all employees to the Indiana Public Retirement System (INPRS). Since the Superintendent of Schools is not eligible for this benefit, an equivalent dollar amount shall be provided in the Superintendent of Schools' account in addition to any benefits provided to the Administrative Group.

H. *Vacation Days*. The Superintendent of Schools shall receive twenty-five (25) days of paid vacation during the term of this contract.

I. Sick Leave Days. The Superintendent of Schools shall receive twelve (12) days of sick leave annually during the term of this contract.

J. Personal Leave Days. The Superintendent of Schools will receive three (3) days of personal leave annually during the term of this contract.

K. Bereavement Leave. The Superintendent of Schools will receive Bereavement Leave annually based on the benefit provided to other School Corporation twelve- (12) month Administrators.

L. Consulting Days. The Superintendent of School will be permitted three (3) days of Consulting Time annually during the term of this contract to service existing clients.

M. Holiday Time. The Superintendent of Schools will receive Holiday Time annually based on the benefit provided to other School Corporation twelve- (12) month Administrators.

N. Automobile Allowance (In-District Monthly). The Board shall provide the Superintendent of Schools with a monthly automobile allowance in the amount of five-hundred dollars (\$500.00). The Board will pay the Superintendent of Schools this monthly allowance in lieu of mileage reimbursement.

O. In-District Meal and Meeting Expenses and Out-of-District Meeting Expenses. The Superintendent of Schools will be reimbursed by the Board for all reasonable, e.g., In-District and Out-of-District Meals related to community engagement activities; lodging Out-of-District when representing the School Corporation; and other miscellaneous expenses. All such payments shall be made monthly or as periodically filed on approved State Board of Accounts forms.

P. Technology. A laptop computer and iPad for his business use and up to one-hundred twenty-five dollars (\$125.00) per month reimbursement for cell phone purchase/lease, and cell phone and internet service in carrying out his duties as outlined in this contract Addendum.

Q. Dues/Membership Fees for Professional and Service Organizations. The Board agrees to pay for or reimburse the Superintendent of Schools for the cost of three (3) memberships in any state or national professional association selected by the Superintendent during the term of this contract. The Superintendent is also encouraged to execute memberships on behalf of the School Corporation to the Mishawaka Business Association (MBA) and the St. Joseph County Chamber of Commerce.

R. State and National Conference Participation. The Board agrees to pay all reasonable expenses to the Superintendent of Schools to attend state conferences and national conferences to enhance his knowledge and professional skills during the term of this contract.

6. **Professional Liability**

A. To the extent permitted by Indiana law, the Board agrees that it shall defend, hold harmless and indemnify the Superintendent of Schools from any and all demands, claims, suits, actions and legal proceedings brought against the Superintendent of Schools in his individual capacity and/or in his official capacity as agent and employee of the School Corporation, provided the incident arose while the Superintendent of Schools was acting within the scope of his employment and excluding criminal litigation that leads to a conviction.

B. This indemnification comes from the School Corporation only and no individual Board member is to be considered personally liable for indemnifying the Superintendent of Schools against such demands, claims, suits, actions and legal proceedings. The School Corporation will provide liability insurance to support this duty of indemnification.

7. **Medical Examination**

In light of the unique nature of the professional duties of the Superintendent of Schools, the School Corporation shall, at its expense, provide to the Superintendent of Schools a complete medical examination annually during the term of this contract. The School Corporation shall be advised in writing by the physician with a general statement of the continued physical fitness of the Superintendent of Schools to perform his duties and such information shall be confidential.

8 **Contract Termination**

This contract may be terminated by any of the following methods:

A. Mutual agreement of the parties.

B. Voluntary resignation of the Superintendent with ninety (90) days notice.

C. If, as a result of incapacity due to physical or mental illness or injury, the Superintendent of Schools shall have been unable to perform the material duties of his position on a full-time basis for a period of three (3) consecutive months, or for a total of three (3) months in a six (6) month period, then thirty (30) days after written notice to the Superintendent of Schools (which notice may be given before or after the end of the aforementioned periods, but shall not be effective earlier than the last day of the applicable period), the Board may terminate Superintendent's employment hereunder if the Superintendent of Schools is unable to resume his full-time duties at the conclusion of the notice period. If the Superintendent of Schools' employment is terminated as a result of the Superintendent of Schools' disability, the Board shall continue to pay the Superintendent of Schools his base salary for three (3) months as long as it does not extend beyond the end of the contract period. Such payments shall be made in accordance with the Board's regular payroll cycle.

D. The death of the Superintendent of Schools.



EXECUTIVE SECRETARY TO THE SUPERINTENDENT

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The School City of Mishawaka Executive Secretary to the Superintendent provides responsible and confidential secretarial and administrative support to the Superintendent and the Board of School Trustees. The person in this position assists in establishing the proper atmosphere for the office of the Superintendent. This position requires discretion, initiative, sound judgement, and the ability to provide a wide variety of executive secretarial duties as well as the ability to organize the Superintendent's office for maximum efficiency.

ESSENTIAL FUNCTIONS

- Set up, advertise, and prepare all items for School Board meetings and executive and work sessions.
- Oversee the appointment process of School Board members.
- Update and present Board policies as needed.
- Establish and maintain all files and records pertaining to the office of the Superintendent and the Board of School Trustees.
- Prepare back to school information packets for administrators.
- Compile information for Master Calendar.
- Perform special assignments and related duties as assigned by Superintendent.

MINIMUM QUALIFICATIONS

- High School diploma or equivalency.
- 2 years of post-secondary education or work and/or training related experience in related field preferred.
- Advanced level proficiencies in word processing, graphic reporting, spreadsheets, database, presentation programs, and other general advanced office skills.
- Successful ability to write, summarize, evaluate, and develop reports based upon data and findings.
- Demonstrate well-developed verbal and written communication skills.
- Excellent time management skills and ability to multi-task, prioritize work, and give exceptional attention to detail.
- Confidential, trustworthy, analytical, self-motivated, attentive to details, and able to work flexible hours.

TERMS OF EMPLOYMENT

Approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is considered to be a non-exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The hourly wage rate for this position is established by the Superintendent of Schools and the Board of School Trustees.



Human Resources

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EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Support Personnel. The Superintendent of Schools will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Superintendent of Schools
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



PROJECT MANAGER FOR VISION INITIATIVES AND CORPORATE ANALYTICS

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

Responsible for facilitating the planning, implementation and tracking of the school corporation's multiple Vision Initiatives.

ESSENTIAL FUNCTIONS

- Works closely with the Senior Leadership Team to make sure that designated school corporation projects and initiatives progress in an appropriate fashion in terms of scope, time, and direction.
- Develops a detailed project management template that identifies the activities necessary to successfully complete the project.
- Assists in the determination of the measures that will be used to gauge project success upon completion.
- Assists in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Coordinates the procurement of the internal and external resources necessary to support the execution of projects.
- Manages changes to project scope, project schedule, and project costs using appropriate verification techniques.
- Measures project performance using appropriate tools and techniques.
- Reports and escalates project related problems to the Senior Leadership Team, as needed.
- Reports the status of projects and initiatives to relevant stakeholders, including the Senior Leadership Team, Board of School Trustees, Community Collaborating Committee, Mishawaka Education Foundation, PTA Council, Mayor's Office, City Council, St. Joseph County Chamber of Commerce, and local media outlets at regular intervals.
- Facilitates the communication of project related information to marketing professionals affiliated with the school corporation.
- Creates and maintains comprehensive project documentation.
- Assists the appropriate supervisor in the recruitment and selection of any staff and/or volunteers necessary to participate in the project.
- Establishes and implements a communication schedule to update employees on the progress of projects.
- Ensures that project deliverables are on time, within budget, and at the required level of quality.
- Creates a corporate analytics plan.
- Provides an analysis of the project outcomes established during the planning phase.
- Performs such other duties as may be assigned by the Superintendent of Schools.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- Relevant prior employment experience, ideally with a school corporation or school related organization.
- Well-developed technological skills.
- Effective presentation skills.



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- Exceptional communication and interpersonal relationship skills.
- Ability to work collaboratively in a team oriented environment.
- Understands the power of analytics and how analytics can transform the culture of the school corporation.
- Such alternatives to the above listed qualifications as the Superintendent of Schools and Board of School Trustees may find to be appropriate and acceptable.

TERMS OF EMPLOYMENT

The employee will be expected to work approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is be considered to be an exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is not entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The salary for this position is established by the Superintendent of Schools and the Board of School Trustees. The benefits for this position are set out in the Administrative Contract Addendum, as from time to time amended.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Personnel. The Superintendent of Schools will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Superintendent of Schools
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017

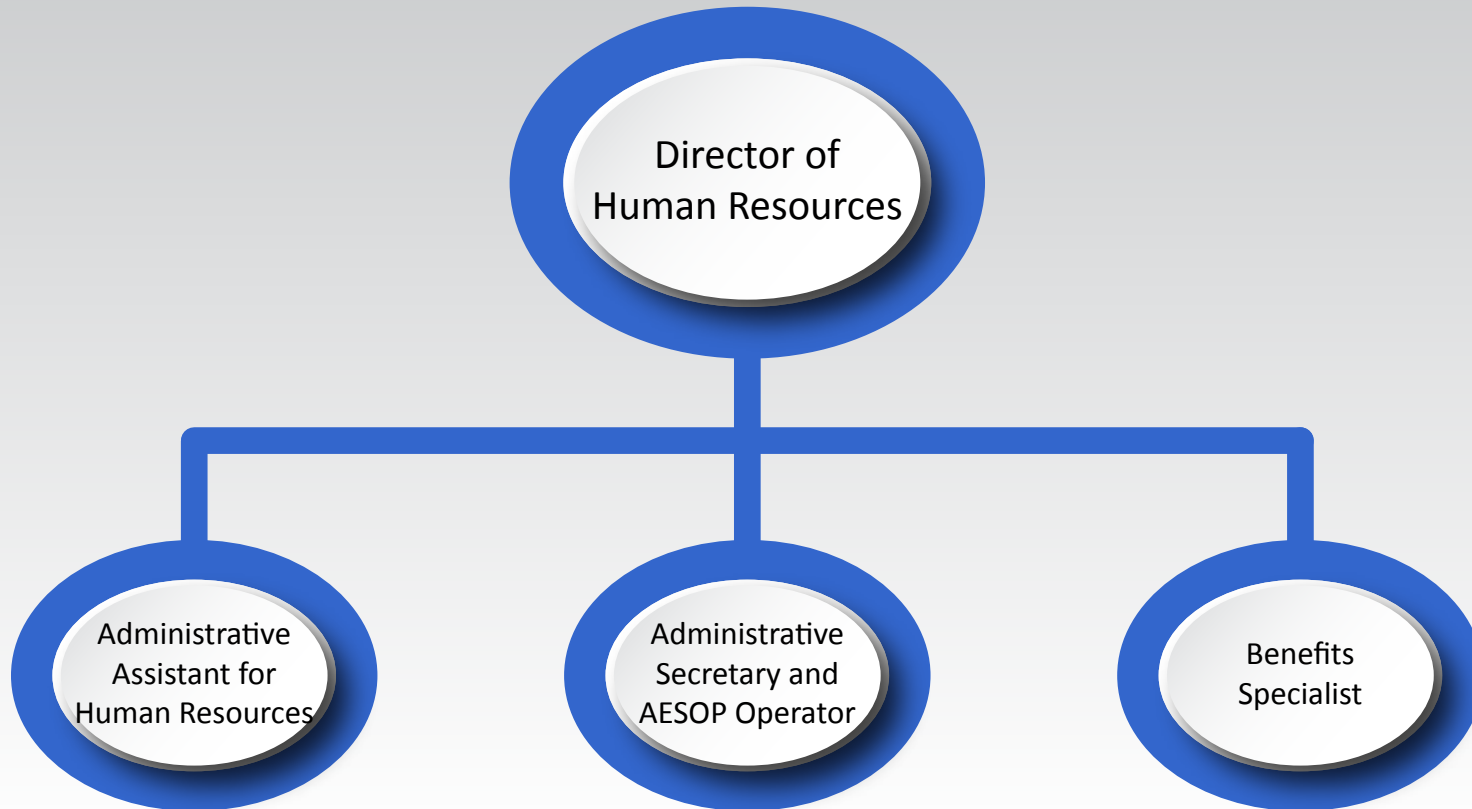


Leadership Organizational Chart

Administration Center- Human Resources

04/25/17

Click a job title for more information.





DIRECTOR FOR HUMAN RESOURCES

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The School City of Mishawaka (SCM) Director for Human Resources is responsible for planning, coordinating, and supervising the total operation of the Human Resources Department.

ESSENTIAL FUNCTIONS

- Oversee employee relations and performance improvement for all employees.
- Plan and direct a program for recruitment, selection, assignment, training, transfers, promotion, and evaluation of qualified staff.
- Administer and monitor the Board of School Trustee's personnel policies.
- Administer provisions of Indiana law and Federal legislation as it applied to personnel.
- Supervision of classifications and salaries to the Business Department and provide necessary processing for issuance and renewal of state credentials.
- Assist with the coordination of the employee benefit program and certify eligibility for employees for the corporation health, dental, and income protection plan.
- Assist administrators with applicant interviews and reference checks as necessary; make recommendations to the Superintendent of Schools for all personnel.
- Organize substitute teachers and provide direction to them concerning classroom expectations and fulfillment of their teaching responsibilities.
- Supervision of contract agreements and serve as a member of the Labor/Management Committee.
- Develop and maintain a system for personnel records of all School City of Mishawaka employees.
- Serve as the first administrative level above the building principal or other directors in any grievance procedure initiated under provisions of a contract and assist the school corporation attorney when such cases go to arbitration.
- Counsel with employees to resolve complaints and difficulties on personnel issues.
- Advise principals on personnel matters.
- Provide research for salary plans and other personnel benefits to the Superintendent of Schools.
- Administer the provisions of contracts and salary schedules for all personnel.
- Serve as a district representative in all labor negotiations and discussions.
- Coordination of orientation programs for new teachers.
- Oversee all mandated background checks for employees and others as designated.
- Supervise Affidavit and Third Party Custodial Agreements.
- Perform other duties as may be assigned by the Superintendent of Schools.



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MINIMUM QUALIFICATIONS

- Master's Degree in Administration and holds an administrative/supervision license.
- Successful elementary or secondary administrative experience.
- Knowledgeable of all state and federal laws and mandates as they apply to education.

TERMS OF EMPLOYMENT

The Director for Human Resources will be expected to work approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is be considered to be an exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is not entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The salary for this position is established by the Superintendent of Schools and the Board of School Trustees. The benefits for this position are set out in the Administrative Contract Addendum, as from time to time amended.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Personnel. The Superintendent of Schools will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Superintendent of Schools
Job description approved by:	Superintendent of Schools
Revision dates:	April 19, 2017



ADMINISTRATIVE ASSISTANT

HUMAN RESOURCES

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

Provide a full range of confidential administrative support to the Executive Director of Human Resources. Maintain effective public relations for the Human Resources Department and School City of Mishawaka (SCM).

ESSENTIAL FUNCTIONS

- Manage and assist in essential tasks of recruitment, interviewing, and hiring of employees.
- Maintain vital personnel documentation and records for all employees.
- Prepare employee contracts and addendums.
- Prepare and submit state, federal, and Civil Rights reporting on behalf of corporation.
- Assist legal counsel with Equal Employment Opportunity Commission (EEOC) claims and other legalities.
- Knowledgeable in all areas of the collective bargaining agreement and the administration of the agreement as it relates to Human Resources.
- Knowledgeable in the area of Indiana Department of Education (IDOE) licensing laws and procedures. Verify all certified staff are appropriately licensed and oversee IMAP.
- Maintain records for corporation athletics and extra duty assignments.
- Coordinator for the Parapro Assessment Test Site for SCM, administering exams as mandated by the No Child Left Behind Act (NCLB).
- Prepare annual school and employee calendars for corporation.
- Serve as backup contact for benefits, substitute teacher program, affidavits of residency and third party custodial agreements.

MINIMUM QUALIFICATIONS

- High School diploma or equivalency.
- 2 years of post-secondary education or work and/or training related experience in related field preferred.
- Advanced level proficiencies in word processing, graphic reporting, spreadsheets, database, presentation programs, and other general advanced office skills.
- Successful ability to write, summarize, evaluate, and develop reports based upon data and findings.
- Demonstrate well-developed verbal and written communication skills.
- Excellent time management skills and ability to multi-task, prioritize work, and give exceptional attention to detail.
- Confidential, trustworthy, analytical, self-motivated, attentive to details, and able to work flexible hours.

TERMS OF EMPLOYMENT

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(40) hour work week. The hourly wage rate for this position is established by the Superintendent of Schools and the Board of School Trustees.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Support Personnel. The Director for Human Resources will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Director for Human Resources
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



ADMINISTRATIVE SECRETARY AND AESOP OPERATOR

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

Position is responsible for performing receptionist and clerical duties in a manner consistent with maintaining efficient operations of the Administrative Center.

ESSENTIAL FUNCTIONS

- Serves as first point of contact for all visitors to the Administrative Center.
- Monitors multi-line phone system by answering the phone, taking message, etc.
- Distributes incoming and prepares outgoing mail.
- Maintains Postage Machine, fax machine and corporation conference room/vehicle schedules.
- Facilitates the administration of the AESOP system and maintains all substitute files in regard to the hiring process
- Processes and maintains tracking for Non-Resident and In-District Transfer students.
- Provides general clerical support and any other duties assigned by the Director for Human Resources.

MINIMUM QUALIFICATIONS

- High School diploma or equivalency.
- 2 years of post-secondary education or work and/or training related experience in related field preferred.
- Advanced level proficiencies in word processing, graphic reporting, spreadsheets, database, presentation programs, and other general advanced office skills.
- Successful ability to write, summarize, evaluate, and develop reports based upon data and findings.
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ADDITIONAL INFORMATION

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Revision dates:	April 19, 2017



BENEFITS SPECIALIST

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

Provide support to School City of Mishawaka staff for their retirement and benefit needs.

ESSENTIAL FUNCTIONS

- Meet with new employees to assist with completion of employment paperwork and help facilitate understanding of benefits.
- Maintain all insurance records, including health, dental, vision, life, and LTD. Maintain all COBRA paperwork and notifications. Help employees not eligible for SCM insurance find other sources for insurance help.
- Handle ACA tracking and reporting, including form 1094-C and 1095-C.
- Maintain workers' compensation records. Act as a facilitator between employees and worker's compensation insurance company.
- Process unemployment reports, payments, protests and appeals.
- Record and track employee trainings using training software.
- Calculate retiree's severance packages and meet with all retirees to assist them with understanding the retirement process.
- Prepare expulsion requests and maintain expulsion records.
- Work with payroll in helping employees with FMLA and keeping accurate FMLA records.
- Provide backup for AESOP, AORs, 3rd Party affidavits, and executive secretary to the superintendent.

MINIMUM QUALIFICATIONS

- High School diploma or equivalency.
- 2 years of post-secondary education or work and/or training related experience in related field preferred.
- Advanced level proficiencies in word processing, graphic reporting, spreadsheets, database, presentation programs, and other general advanced office skills.
- Successful ability to write, summarize, evaluate, and develop reports based upon data and findings.
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EVALUATION

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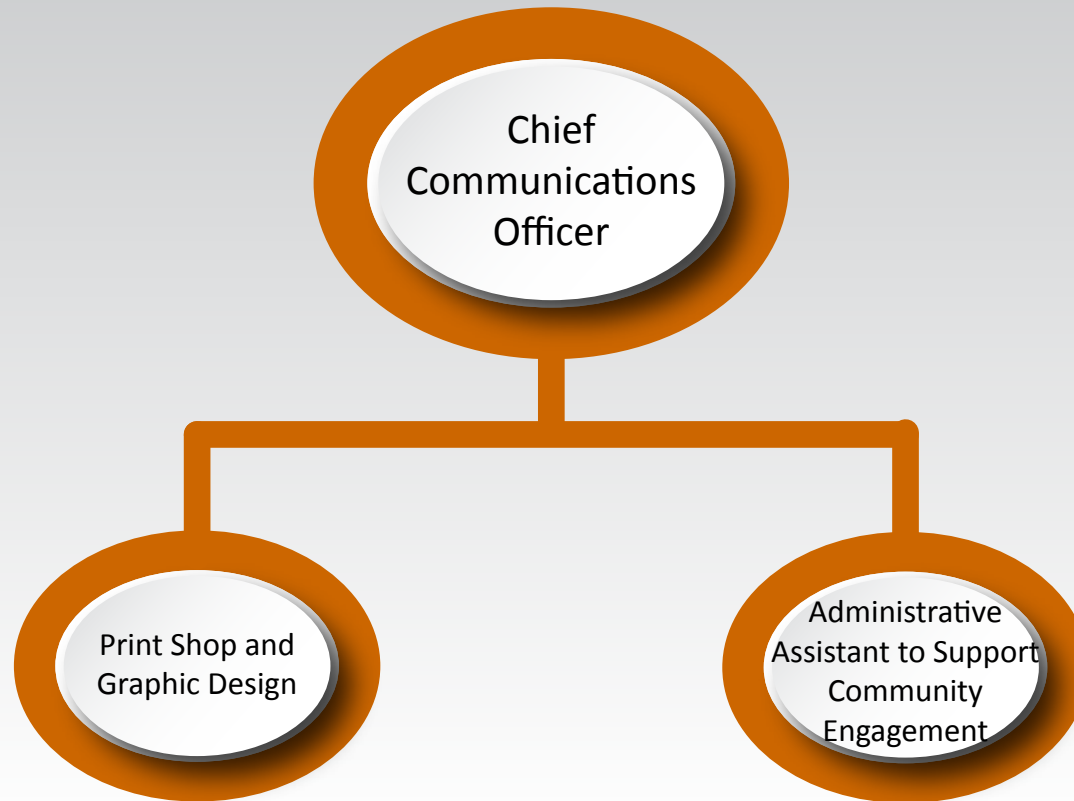


Leadership Organizational Chart

Click a job title for more information.

Administration Center- Communications & Marketing

12/07/18





CHIEF COMMUNICATIONS OFFICER

JOB DESCRIPTION

The Chief Communications Officer is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees. The new normal of School Communications and Marketing provides new opportunities for 21st Century leading school systems to develop their Preferred Future.

POSITION SUMMARY

The School City of Mishawaka (SCM) Chief Communications Officer (CCO) is responsible for establishing and maintaining a comprehensive professional communications and marketing program, accurate and efficient internal communications, and excellent parent/family communications. The Chief Communications Officer (CCO) will report to the Superintendent of Schools and be a member of the SCM Senior Leadership Team. He/She will be a creative Communications and Marketing Leader who will re-define, re-design and re-imagine the School City of Mishawaka Communications and Marketing Strategic Plan. The CCO will lead a strong team to create clear and consistent messages and to disseminate them with integrated and innovative approaches in order to provide best-in-class service to various SCM stakeholders. The work of the Chief Communications Officer (CCO) will be guided by the *"Comprehensive Professional Communication and Marketing Plan: Listen, Decide, Create, Promote, Evaluate"* approved by the School Board on January 10, 2017.

ESSENTIAL FUNCTIONS

- The SCM CCO will lead, create and maintain an organizational structure that will allow the organization to communicate effectively with constituents, using a variety of media.
- The CCO will work with the Senior Leadership Team to create clear, consistent messages and to share them effectively with targeted audiences.
- The Communications and Marketing Department will use a variety of creative methods to share the story of Mishawaka Schools including social networking, direct marketing, video, print, web, email, and news media.
- The CCO will work effectively with the Mishawaka Education Foundation and the Mishawaka Alumni Association to develop resources, relationships, and support for Mishawaka schools, students, teachers, and community.
- The CCO will work with prospective and proven valued partners to create partnerships that are of significant value to all parties
- The CCO will lead the district's efforts to collect a variety of data used to make data-informed decisions.
- The CCO will lead the creation and implementation of the SCM Crisis Communication Plan.
- In selected situations, the CCO will serve as the SCM spokesperson with media outlets.

CRITICAL COMPETENCIES

- *Strategic, Tactical and Visionary Leadership:* Focus on efficiency, effectiveness, innovation and continuous improvement with demonstrable strategic and tactical results. Capacity to Cast a Vision for SCM to achieve excellence in carrying out the Communications and Marketing function.
- *Relationship Builder:* Exceptional relationship builder, internally and externally, with colleagues, stakeholders, staff, and valued partners. Accessible and responsive with the ability to provide the highest level of customer service, investing the time to be a presence across SCM and the Mishawaka Community. Interact effectively with people at all levels of the organization.



- *Creativity and Innovation:* Broad vision of the future of Communications and Marketing. Assertiveness in taking calculated risks and presenting and selling ideas, combined with a mature sensitivity to the values and expectations of others. Thoughtful and a well-articulated understanding of the competitive environment of public education today.

MINIMUM QUALIFICATIONS

The ideal candidate for position of SCM Chief Communications Officer (CCO) will be an accomplished professional with significant experience in communications and marketing, preferably with experience working in public and private sector organizations.

- Bachelor’s degree in communication, public relations, media, marketing, or journalism.
- Minimum of five (5) years successful experience in communication or related field, including media, education, public relations, marketing, journalism, or business relationships.
- Preferred
 - Interpersonal, group, organizational, public, intercultural, and media communication skills;
 - Oral and written communication skills;
 - Editing skills;
 - Word processing, graphic design, desktop publishing, video production, and social media skills.
 - Other Preferred Characteristics:
 - Intellectual depth, good judgement and collaborative skills
 - High energy, drive and motivation
 - Adaptable and resilient
 - Transparent and trustworthy
 - Innately curious

TERMS OF EMPLOYMENT

The SCM CCO will be expected to work approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is be considered to be an exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is not entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The salary for this position is established by the Superintendent of Schools and the Board of School Trustees. The benefits for this position are set out in the Administrative Contract Addendum, as from time to time amended.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees’ policy on Evaluation of Personnel. The Superintendent of Schools will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Superintendent of Schools
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



GRAPHIC AND WEB DESIGNER

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

Work cooperatively to provide graphic and web design services for the SCM corporation staff and patrons. Create an environment that provides for efficient day-to-day operations while understanding that service to the schools, teaching, and learning are the key components of our business. Promote a positive image for School City of Mishawaka.

ESSENTIAL FUNCTIONS

GRAPHIC DESIGN

- Design/layout various documents that need to be created annually.
- Communicate as needed with staff submitting production requests for graphic arts projects, including requesting final proofing and approval to print.
- Generate the weekly SCM UPDATE each Friday for administrators and media, listing events and activities for the coming week as gleaned from the master calendar, school newsletters, and Google Calendar.
- Take photos as needed for corporation publications.

WEB DESIGN

- Assist in designing/maintaining SCM corporation, building level, and Hannah Lindahl Children's Museum web sites.

CORPORATION PRINTER

- Print documents that need to be created annually for SCM, Mishawaka Education Foundation, and patrons.
- Provide binding of documents as needed (NCR, notepads, trimming, hole punching, GBC binding, etc.)
- Coordinate with staff and patrons concerning specifications, costs, delivery dates, etc. of corporation printing.
- Order supplies, materials, and outside services when necessary and create purchase orders for them.
- Calculate job costs and send invoices, when appropriate, to various departments, buildings, Mishawaka Education Foundation, and patrons.
- Arrange for maintenance/repair of print shop equipment.
- Maintain records of past printing projects, costs, total impressions, and purchase orders.
- Perform any other duties assigned by the Director of Technology.

MINIMUM QUALIFICATIONS

- High School diploma or equivalency.
- Associate's Degree in Graphic Design preferred.
- Advanced level proficiencies in graphic design, web design, word processing, graphic reporting, spreadsheets, databases, presentation programs, and other general advanced office skills.
- Demonstrate well-developed verbal and written communication skills.



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- Excellent time management skills and ability to multi-task, prioritize work, and give exceptional attention to detail.
- Confidential, trustworthy, analytical, self-motivated, attentive to details, and able to work flexible hours.
- Have means of transportation to visit various sites within School City of Mishawaka.
- Physically able to bend, stoop, walk, and be mobile.

TERMS OF EMPLOYMENT

Approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is considered to be a non-exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The hourly wage rate for this position is established by the Superintendent of Schools and the Board of School Trustees.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Support Personnel. The Director of Technology will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Director of Technology
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



Leadership Organizational Chart

Administration Center

04/25/17

More
information
coming soon

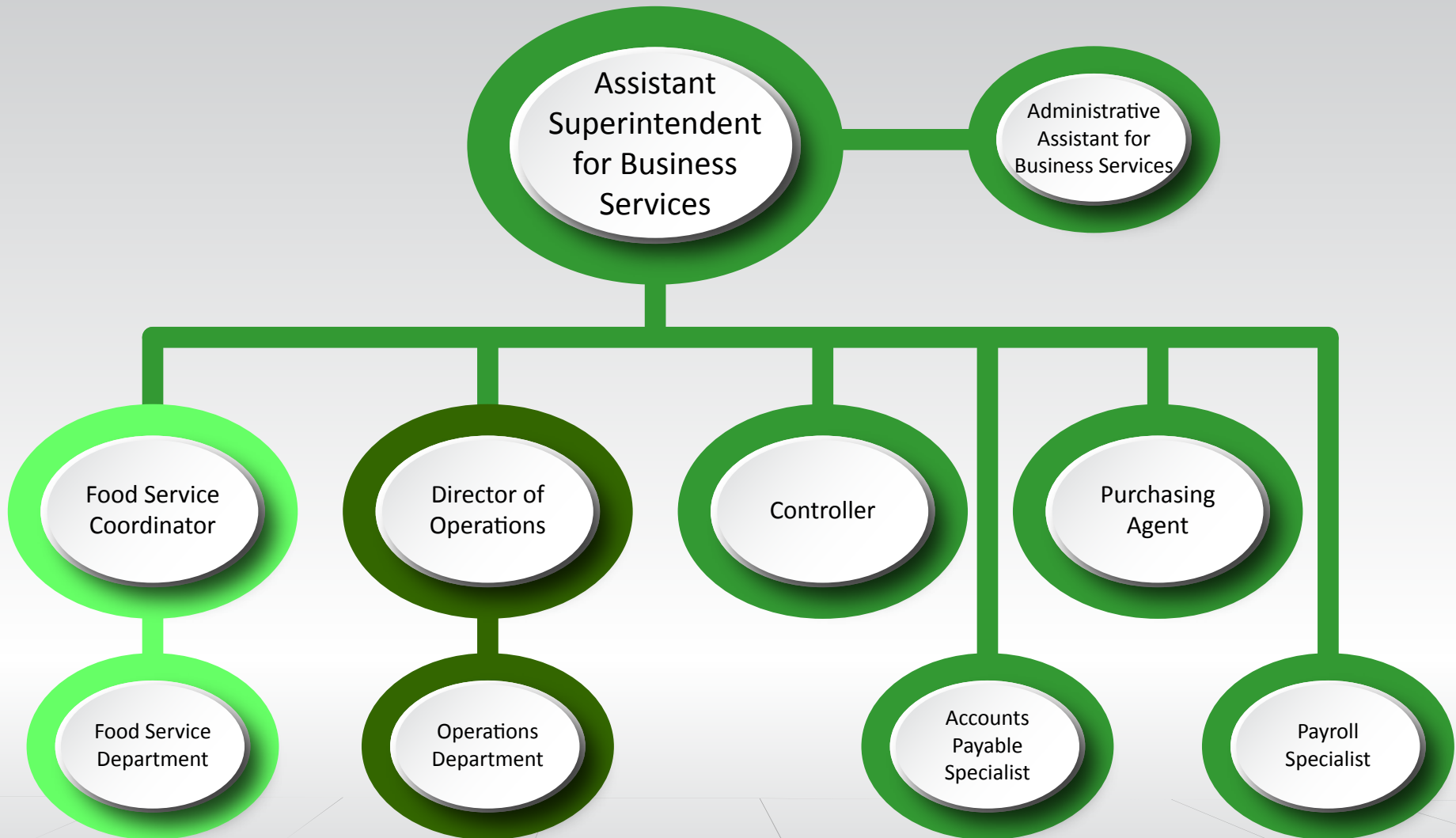


Leadership Organizational Chart

Administration Center- Business Department

04/25/17

Click a job title for more information.





ASSISTANT SUPERINTENDENT FOR BUSINESS SERVICES

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The School City of Mishawaka (SCM) Assistant Superintendent for Business Services assumes overall responsibility for the supervision of business operations.

ESSENTIAL FUNCTIONS

FINANCIAL/BUDGET

- Responsible for extracurricular funds in accordance with State Board of Account practices, Board policies and State law.
- Responsible for the development of the annual school budget.
- Development, submission, and advertisement of the annual budget and coordinate related activities to obtain Board and State approval.
- Prepare all necessary information for Department of Local Government Finance (DLGF) hearings and attends all hearings related to budget approval.
- Responsible for conducting and controlling the collection, disbursement, accounting, and reporting of all school funds including the following: bond sales, loans, investments, advance tax draws, fund, transfers, additional appropriations, building rentals, property sales, textbook rental, cash tuition, transfer tuition, insurance funds, cafeteria funds, and extracurricular funds.
- Monitor the setting up of grants in the financial system; monitor the grants and appropriations per the grant budgets. (Follow all guidelines and deadlines).
- Monitor the preparation of state grant expenditure reports and/or submit cash request for grants.
- Oversee accounts payable procedures including computerized bookkeeping systems.
- Oversee receipt and deposit procedures including computerized posting of income.
- Oversee the balancing of bankbooks at the close of each month.
- Oversee the Controller's responsibilities with reconciliation of bank accounts: operating, payroll and insurance – balance bank statements to School City of Mishawaka computer records.
- Analyze funds for month end reporting.
- Maintain monthly file of deadlines for grants.
- Coordinate the employee benefit program and certify eligibility for employees for the corporation health, dental
- Assist with Board Policy as related to Business Services.

MONTHLY, QUARTERLY, FISCAL REPORTS

- Balance and submit all required quarterly reports.
- Oversee the balancing and submission of all required FICA, TRF, and PERF payments and reports.
- Supervise the processing and distribution of W-2 forms and 1099 statements.
- Develop and balance June and December financial reports and submit Form 9.



OTHER MISCELLANEOUS RESPONSIBILITIES

- Assist in directing the operations of the Food Service Department.
- Provide leadership and guidance in all aspects of technologies that affect business operations of the school system.
- Assist and provide supervision of payroll and personnel/benefits.
- Assist in administering contract service agreements made by the school corporation.
- Assists and participates in interpreting the policies of the school corporation to staff, the public, and representatives of various agencies.
- Conduct interviews, recommends employment, and supervise and evaluate the performance of selected staff as assigned by the Assistant Superintendent of Schools.
- Assist with coordinating construction planning of new and existing buildings and the acquisition and/or disposal of land.
- Assist with directing and managing insurance risk programs of the school system.
- Coordinate and maintain an accurate up-to-date Fixed Asset Inventory.
- Follows the practices and procedures of the Indiana State Board of Accounts in all school corporation financial matters.
- Maintain confidentiality in all matter related to the position.
- Seeks out and attends professional growth opportunities, especially seminars and training sessions provided by the DLGF and the Association of School Business Officials.
- Assists with development of a manual for SCM operation for business office employees.
- Aggressively seeks to upgrade computer skills and knowledge of technological systems that support school business operations.
- Perform other duties that may be assigned by the Superintendent.

MINIMUM QUALIFICATIONS

- Bachelor's Degree with concentration in Business Administration/Accounting/Finance.
- Knowledge of accounting fundamentals, manual and computer accounting methods, and general office procedures.
- Highly organized and detail oriented.
- Excellent communication skills to complete business department transactions with School City of Mishawaka personnel, state offices, banks or financial institutions and the general public.
- Proficient in Excel and Word.

TERMS OF EMPLOYMENT

The Assistant Superintendent for Business Services will be expected to work approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is be considered to be an exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is not entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The salary for this position is established by the Superintendent of Schools and the Board of School Trustees. The benefits for this position are set out in the Administrative Contract Addendum, as from time to time amended.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Personnel. The Superintendent of Schools will conduct the evaluation of this position.



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ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Superintendent of Schools
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



ADMINISTRATIVE ASSISTANT

BUSINESS SERVICES

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The Administrative Assistant for the Business Office provides secretarial and clerical support for the Assistant Superintendent for Business Services, and assumes primary responsibility for the submission of state reports.

ESSENTIAL FUNCTIONS

- Maintain the Assistant Superintendent's calendar and schedule meetings as requested.
- Handle all Business Office communications with a high degree of professionalism.
- Assumes primary responsibility for the completion and submission of state reports on behalf of the School City of Mishawaka in a timely manner.
- Provide support for the Assistant Superintendent and Controller in the development, preparation, and administration of the school corporation budget.
- Provide assistance in the administration of property/casualty insurance claims of SCM.
- Maintain records for the reimbursement of administrator dues.
- Participate in bid openings as authorized by Board policy.
- Attend meetings and record minutes as requested by the Assistant Superintendent.
- Prepare documents required for the issuance of surety bonds and maintain files on the bonds.
- Perform duties related to the record retention program of SCM.
- Maintain the SCM salary book in an accurate and timely manner.
- Maintain records for vehicle titles and insurance.
- Assist in the preparation of billing for transfer tuition.
- Prepare summer school reports.
- Completion of the INMAC quarterly report.
- Cross-training outside primary job responsibilities within the Business Office, including but not limited to payables.
- Perform any other duties assigned by the Assistant Superintendent for Business Services.

MINIMUM QUALIFICATIONS

- High School diploma or equivalency.
- 2 years of post-secondary education or work and/or training related experience in related field preferred.
- Advanced level proficiencies in word processing, graphic reporting, spreadsheets, database, presentation programs, and other general advanced office skills.
- Successful ability to write, summarize, evaluate, and develop reports based upon data and findings.
- Demonstrate well-developed verbal and written communication skills.
- Excellent time management skills and ability to multi-task, prioritize work, and give exceptional attention to detail.
- Confidential, trustworthy, analytical, self-motivated, attentive to details, and able to work flexible hours.



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TERMS OF EMPLOYMENT

Approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is considered to be a non-exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The hourly wage rate for this position is established by the Superintendent of Schools and the Board of School Trustees.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Support Personnel. The Assistant Superintendent for Business Services will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Assistant Superintendent for Business Services
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



CONTROLLER

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The School City of Mishawaka (SCM) Controller has responsibilities in the following areas; financial and budget, fiscal reports and directing various school business related areas and departments.

ESSENTIAL FUNCTIONS

FINANCIAL/BUDGET

- Act as Deputy Treasurer of all school corporation funds including overseeing extracurricular funds in accordance with State Board of Account practices, Board policies and State law.
- Assist in the compiling of information and development of the school budget.
- Assist in the development, submission, and advertisement of the annual budget and coordinate related activities to obtain Board and State approval.
- Assist in preparing necessary information for Department of Local Government Finance (DLGF) hearings and attends all hearings related to budget approval.
- Assist with conducting and controlling the collection, disbursement, accounting, and reporting of all school funds including the following: bond sales, loans, investments, advance tax draws, fund, transfers, additional appropriations, building rentals, property sales, textbook rental, cash tuition, transfer tuition, insurance funds, cafeteria funds, and extracurricular funds.
- Monitor the setting up of grants in the financial system; monitor the grants and appropriations per the grant budgets. (Follow all guidelines and deadlines).
- Monitor the preparation of state grant expenditure reports and/or submit cash request for grants.
- Identify and use best practices and provide supervision of accounts payable procedures including computerized bookkeeping systems.
- Identify best practices and provide supervision of receipt and deposit procedures including computerized posting of income.
- Identify and use best practices and provide supervision in the balancing of bankbooks at the close of each month.
- Identify and use best practices and provide supervision of the extracurricular accounts.
- Reconcile bank accounts: operating, payroll and insurance – balance bank statements to School City of Mishawaka computer records.
- Analyze funds for month end reporting.
- Maintain monthly file of deadlines for grants.

MONTHLY, QUARTERLY, FISCAL REPORTS

- Balance and submit all required quarterly reports.
- Oversee the balancing and submission of all required FICA, TRF, and PERF payments and reports.
- Supervise the processing and distribution of W-2 forms and 1099 statements.
- Develop and balance June and December financial reports and submit Form 9.



OTHER MISCELLANEOUS RESPONSIBILITIES

- Assist in directing the operations of the Food Service Department
- Provide leadership and guidance in all aspects of technologies that affect business operations of the school system.
- Assist and provide supervision of payroll and personnel/benefits.
- Assist in administering contract service agreements made by the school corporation.
- Assist and participate in interpreting the policies of the school corporation to staff, the public, and representatives of various agencies.
- Conduct interviews, recommends employment, and supervise and evaluate the performance of selected staff as assigned by the Assistant Superintendent of Schools.
- Assist with coordinating construction planning of new and existing buildings and the acquisition and/or disposal of land.
- Assist with directing and managing insurance risk programs of the school system.
- Coordinate and maintain an accurate up-to-date Fixed Asset Inventory.
- Follows the practices and procedures of the Indiana State Board of Accounts in all school corporation financial matters.
- Maintain confidentiality in all matter related to the position.
- Seeks out and attends professional growth opportunities, especially seminars and training sessions provided by the DLGF and the Association of School Business Officials.
- Assist with development of a manual for SCM operation for business office employees.
- Aggressively seeks to upgrade computer skills and knowledge of technological systems that support school business operations.
- Perform other duties that may be assigned by the Assistant Superintendent.

MINIMUM QUALIFICATIONS

- Bachelor's Degree with concentration in Business Administration/Accounting/Finance.
- Knowledge of accounting fundamentals, manual and computer accounting methods, and general office procedures.
- Highly organized and detail oriented.
- Excellent communication skills to complete business department transactions with School City of Mishawaka personnel, state offices, banks or financial institutions and the general public.
- Proficient in Excel and Word.

TERMS OF EMPLOYMENT

The Controller will be expected to work approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is be considered to be an exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is not entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week.. The salary for this position is established by the Superintendent of Schools and the Board of School Trustees. The benefits for this position are set out in the Administrative Contract Addendum, as from time to time amended.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Personnel. The Assistant Superintendent for Business Services will conduct the evaluation of this position.



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ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Assistant Superintendent of Business Services
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



PURCHASING AGENT

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The Purchasing Coordinator is responsible for the management and supervision of School City of Mishawaka (SCM) purchasing activities.

ESSENTIAL FUNCTIONS

- Facilitate and monitor all general purchasing activities, including but not limited to bid and quotation preparation, product specifications, purchase order control, requisitions and corporation supplies and equipment.
- Develop and maintain appropriate records for vendor and commodity registers.
- Prepare and maintain bidding records and specifications for determination of bid award presentation to the Board of School Trustees.
- Manage the fixed asset accounting system.
- Oversee the receiving and inventory systems, public auctions and furniture transfers for the corporation.
- Assists with the completion of required state reports.
- Performs any other duties assigned by the Controller and Assistant Superintendent for Business Services.

MINIMUM QUALIFICATIONS

- High School diploma or equivalency.
- 2 years of post-secondary education or work and/or training related experience in related field preferred.
- Advanced level proficiencies in word processing, graphic reporting, spreadsheets, database, presentation programs, and other general advanced office skills.
- Successful ability to write, summarize, evaluate, and develop reports based upon data and findings.
- Demonstrate well-developed verbal and written communication skills.
- Excellent time management skills and ability to multi-task, prioritize work, and give exceptional attention to detail.
- Confidential, trustworthy, analytical, self-motivated, attentive to details, and able to work flexible hours.

TERMS OF EMPLOYMENT

The Purchasing Coordinator will be expected to work approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is considered to be an exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is not entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The salary for this position is established by the Superintendent of Schools and the Board of School Trustees. The benefits for this position are set out in the Administrative Contract Addendum, as from time to time amended.



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EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Personnel. The Assistant Superintendent for Business Services will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Assistant Superintendent for Business Services
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



ACCOUNTS PAYABLE SPECIALIST

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The Accounts Payable Specialist performs all duties associated with the payment of SCM financial obligations as directed by the Controller and in accordance with State Board of Accounts (SBOA) rules and regulations.

ESSENTIAL FUNCTIONS

- Establish and maintain vendor and employee records in the financial system.
- Process requisitions, issue purchase orders and checks.
- Complete and submit claims for monthly recurring payments and reimbursements.
- Assist with the preparation and submission of required reports, financial statements, dockets and 1099 forms.
- Perform all functions necessary for operating and maintaining extra-curricular accounts.
- Record and reconcile extra-curricular receipts, deposits, and maintain a daily cash log in accordance with the Controller and SBOA requirements.
- Maintain appropriate controls for the use of SCM credit card(s).
- Execute electronic fund transfers in coordination with the Controller.
- Cross-training outside primary job responsibilities within the Business Office, including but not limited to payroll.
- Perform any other duties assigned by the Controller or Assistant Superintendent for Business Services.

MINIMUM QUALIFICATIONS

- High School diploma or equivalency.
- 2 years of post-secondary education or work and/or training related experience in related field preferred.
- Advanced level proficiencies in word processing, graphic reporting, spreadsheets, database, presentation programs, and other general advanced office skills.
- Successful ability to write, summarize, evaluate, and develop reports based upon data and findings.
- Demonstrate well-developed verbal and written communication skills.
- Excellent time management skills and ability to multi-task, prioritize work, and give exceptional attention to detail.
- Confidential, trustworthy, analytical, self-motivated, attentive to details, and able to work flexible hours.

TERMS OF EMPLOYMENT

Approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is considered to be a non-exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The hourly wage rate for this position is established by the Superintendent of Schools and the Board of School Trustees.



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EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Support Personnel. The Assistant Superintendent for Business Services will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Assistant Superintendent for Business Services
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



PAYROLL SPECIALIST

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The School City of Mishawaka (SCM) Payroll Specialist is responsible for all aspects of certified and classified payroll and associated Business Office activities

ESSENTIAL FUNCTIONS

- Process certified and classified payrolls, e-verify applications and absence forms.
- Verify amounts for TRF, PERF, Child Support, Garnishments, and quarterly reports for all employees.
- Coordinate enrollments and calculate contributions for 401(a), 403(b), VEBA, PERF, TRF, and Section 125 plans.
- Provide salary projections as needed, and maintain employee records in financial system.
- Assist in completing required state, federal and ACA reports, W-2 forms.
- In coordination with Human Resources, make necessary contract, salary, wage adjustments, and maintain records for the Family and Medical Leave Act.
- Assist with the preparation of employment verification letters.
- Cross-training outside primary job responsibilities within the Business Office, including but not limited to the budgetary process.
- Perform any other duties assigned by the Controller or Assistant Superintendent for Business Services.

MINIMUM QUALIFICATIONS

- High School diploma or equivalency.
- 2 years of post-secondary education or work and/or training related experience in related field preferred.
- Advanced level proficiencies in word processing, graphic reporting, spreadsheets, database, presentation programs, and other general advanced office skills.
- Successful ability to write, summarize, evaluate, and develop reports based upon data and findings.
- Demonstrate well-developed verbal and written communication skills.
- Excellent time management skills and ability to multi-task, prioritize work, and give exceptional attention to detail.
- Confidential, trustworthy, analytical, self-motivated, attentive to details, and able to work flexible hours.

TERMS OF EMPLOYMENT

Approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is considered to be a non-exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The hourly wage rate for this position is established by the Superintendent of Schools and the Board of School Trustees.



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EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Support Personnel. The Assistant Superintendent for Business Services will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Assistant Superintendent for Business Services
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017

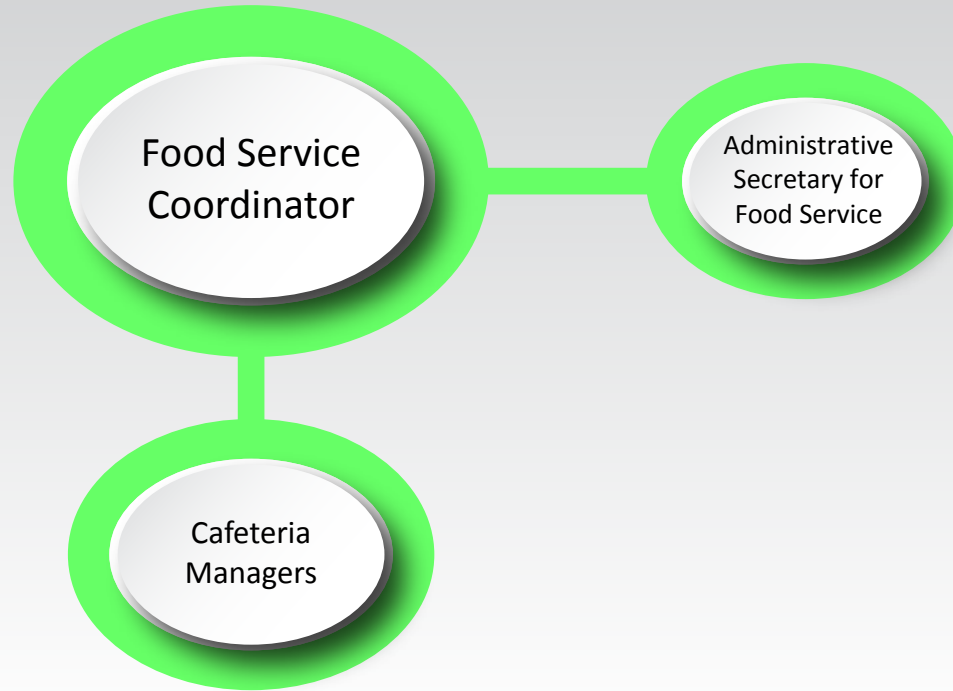


Leadership Organizational Chart

Administration Center- Food Service Department

04/25/17

Click a job title for more information.





FOOD SERVICE COORDINATOR

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

School City of Mishawaka Food Service Coordinator is responsible for the daily operation of the food service department and its personnel, and to insure the highest possible customer satisfaction and professional excellence while serving our district.

ESSENTIAL FUNCTIONS

- The Food Service Coordinator (FSC) should have knowledge in large meal quantity preparation, be able to plan menus that meet the state and federal guidelines, prepare and maintain all reports that are related to the local, state and federal food commodity program, and procure all food, equipment, and services needed for the district.
- Knowledge and compliance with all rules and regulations by the local, state, and federal guidelines pertaining to the National School Lunch Program.
- Responsible for the preparation of monthly menus and special diets for grades K-12, Head Start, and After School Programs
- Responsible for the hiring, supervision, coordinating, and directing of all food service employees.
- Responsible for evaluations of food service personnel.
- Arrange for substitutes in the absence of food service personnel.
- Obtain bids from vendors for the procurement of food, equipment, and services as needed for the department.
- Coordinate with the maintenance department all work and move orders pertaining to equipment and food.
- Responsible for the Food Service budget and purchases.

MINIMUM QUALIFICATIONS

- Associate's degree and at least 2 years of food service experience.
- At least eight hours of food safety training within five years prior to position start date, or completed within 30 days of starting date.
- Must have strong skills in leadership, communication, operation management, and financial integrity.
- Proficient in word processing and spreadsheets.

TERMS OF EMPLOYMENT

The SCM Food Services Coordinator will be expected to work approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is considered to be an exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is not entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The salary for this position is established by the Superintendent and the Board of School Trustees. The benefits for this position are set out in the Administrative Contract Addendum, and from time to time amended.



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EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Support Personnel. The Assistant Superintendent of Business Services will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Assistant Superintendent of Business Services
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



ADMINISTRATIVE SECRETARY

FOOD SERVICES

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The School City of Mishawaka (SCM) Food Service Administrative Secretary has responsibilities in the following areas; free and reduced applications, textbook collections, state reporting and financials. Provides support to the Food Service Coordinator in facilitating the smooth and efficient day-to-day operations of the Food Service Department.

ESSENTIAL FUNCTIONS

- Process and report Free & Reduced lunch applications according to state and federal guidelines.
- Provide eligibility information to pertinent personnel, programs and parents.
- Prepare and maintain all food service state and federal reports.
- Accept and oversee textbook collection reporting for the corporation.
- Accounting and report processing of student programs, including Head Start and Boys & Girls Club.
- Responsible for accounts payable and accounts receivable for the food service department.
- Maintaining order in food service personnel records.
- Assist Food Service Coordinator with additional duties as assigned.

MINIMUM QUALIFICATIONS

- High School diploma or equivalency.
- 2 years of post-secondary education or work and/or training related experience in related field preferred.
- Advanced level proficiencies in word processing, graphic reporting, spreadsheets, database, presentation programs, and other general advanced office skills.
- Successful ability to write, summarize, evaluate, and develop reports based upon data and findings.
- Demonstrate well-developed verbal and written communication skills.
- Excellent time management skills and ability to multi-task, prioritize work, and give exceptional attention to detail.
- Confidential, trustworthy, analytical, self-motivated, attentive to details, and able to work flexible hours.
- Physically able to bend, stoop and walk in limited spaces

TERMS OF EMPLOYMENT

Approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is considered to be a non-exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The hourly wage rate for this position is established by the Superintendent of Schools and the Board of School Trustees.



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EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Support Personnel. The Food Service Coordinator will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Food Service Coordinator
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



Leadership Organizational Chart

Administration Center

04/25/17

More
information
coming soon

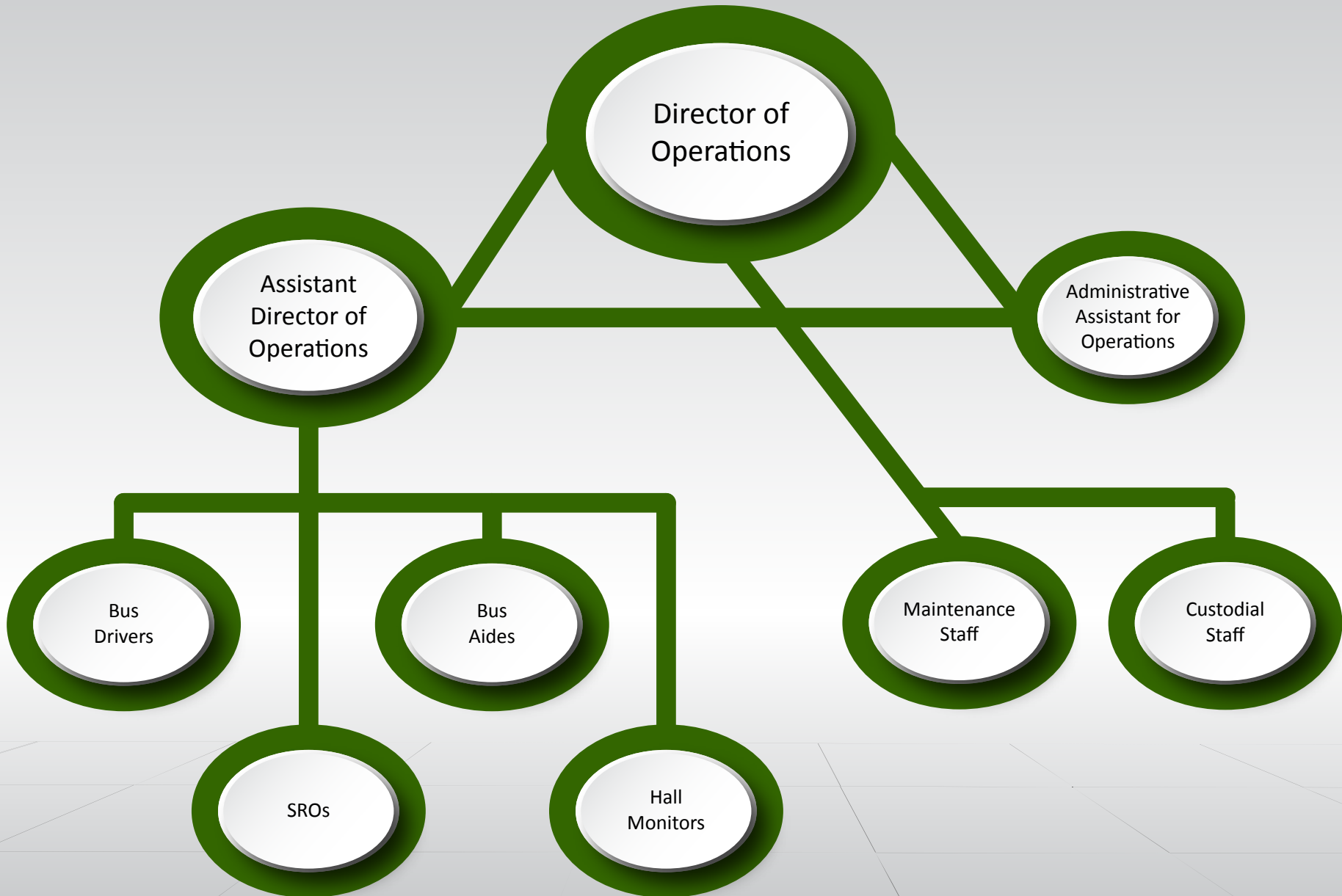


Leadership Organizational Chart

Administration Center- Operations Department

04/25/17

Click a job title for more information.





DIRECTOR OF OPERATIONS

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The School City of Mishawaka (SCM) Director of Operations has responsibilities in four important areas; buildings and grounds, transportation, safety, and risk management.

BUILDINGS AND GROUNDS – The SCM Director of Operations is responsible for the daily operation and coordination of the maintenance and cleaning of SCM facilities and grounds in order to provide clean, safe, efficient, environmentally healthy, and structurally sound facilities that offer students and staff the best possible atmosphere for meaningful instruction and learning.

TRANSPORTATION – The SCM Director of Operations will manage the district’s transportation and vehicle maintenance program. S/he will ensure safe and efficient operation of the SCM transportation functions and oversee maintenance of all district-owned vehicles.

SAFETY – The SCM Director of Operations will provide site safety leadership, ensure facility compliance with prescribed safety standards, implement safety directives, improve safety performance, and ensure facility safety policies and procedures are aligned with governmental regulations.

RISK MANAGEMENT – The SCM Director of Operations will assist in identifying, evaluating, and analyzing risks inherent to the operations of SCM.

ESSENTIAL FUNCTIONS

GENERAL

- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, construction managers, architects, vendors, etc.) to implement and/or maintain services and programs.
- Develops and monitors budget allocations, expenditures, fund balances and related financial activities to ensure that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed in areas of responsibilities.
- Directs department operations (e.g. budgeting, safety programs, OSHA, site repairs/construction, preventative maintenance, etc.) to provide services within established time frames and in compliance with related requirements.
- Facilitates meetings and workshops, etc. to identify issues, develop recommendations, support staff, and/or serve as an SCM representative.
- Participates in meetings, workshops and seminars to convey and/or gather information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, counseling, disciplining, directing, training, etc.) to maintain adequate staffing, enhance productivity of personnel and achieve objectives within budget. Recommends new hires, promotions, termination and transfers to maintain staffing needs and productivity of the work force.



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- Prepares a variety of written materials (e.g. correspondence, memos, reports, policy/procedures, budget, etc.) to document activities, provide written reference, and/or convey information.
- Presents information to communicate information, gain feedback, or secure adherence to established internal controls.
- Researches new products, laws, regulations, etc. to recommend purchases, contracts and proper maintenance of district wide services.
- Responds to emergency situations during and after standard hours to resolve immediate safety concerns.
- Attend all Board of School Trustees meetings to explain issues of department operation or offer advice on district facilities issues. Confer with various district administrators on policies governing the use of buildings and grounds, alteration and construction within the buildings and overall facility operations.
- Be active in and develop good public relations with the community, student body, administrative and instructional staff, department staff, labor organizations, professional organizations and local industrial and commercial establishments.
- Attend professional organization meetings and seminars.

BUILDINGS AND GROUNDS

- Assesses incidents, complaints, etc. (e.g. building break-ins, utility problems) to resolve the situation.
- Inspect all aspects of new construction, repair work, projects, equipment, work orders, daily maintenance and supplies to ensure that jobs are completed efficiently, specifications are within regulatory requirements and inspection reports and payment requests are correct.
- Develops Sonitrol contact list in collaboration with building principals.
- Coordinates cleaning work schedules, to include work weeks, vacations, support of educational programs, outside usage, contractor support.
- Coordinate district energy management program.
- Maintains district blue print and specification library.

TRANSPORTATION

- Inspects all aspects of SCM transportation services to ensure that transportation activities are completed efficiently and within regulatory requirements.
- Oversees vehicle preventative maintenance programs and activities to ensure school vehicles are maintained in a safe and effective operating condition.
- Recommends policies, procedures and/or actions related to SCM transportation services to provide direction for meeting the District's goals and objectives.
- Researches new equipment / vehicles, laws, regulations, etc. to recommend purchases, contracts and proper maintenance of district wide services.

SAFETY

- Coordinates the development and implementation of procedures and procedural manuals/documentation to ensure a safe environment.
- Provides direct assistance to principals and building administrators to enhance safety and security at school sites and other sites in the district.
- Serves as liaison between the SCM and local law enforcement, emergency management agencies, public safety communication officials, and fire departments.
- Provides technical assistance and training opportunities for employees relative to SCM safety and security.
- Oversees annual physical audits and security assessments of schools and buildings and provides recommendations based on findings to improve safety and security. Initiates action as appropriate.
- Conducts structural and visual inspections.



LEGAL

- Be conversant with and/or institute methods to conform with requirements pertaining to accidents, compensation insurance, liability, Civil Service rules and regulations, personnel procedures and school law.
- Be knowledgeable and conversant in all state, federal and local regulations such as "Right To Know," Department of Health Regulations, asbestos, hazardous materials, radon, lead, noise pollution, indoor air quality, recycling, PCB's, OSHA, ADA, solid waste, emergency disaster planning and laws and regulations relating to district school facilities.
- Develop and maintain the SCM pest management program.

MINIMUM QUALIFICATIONS

- Any combination equivalent to: high school graduation supplemented by two years of post-secondary course work in construction trades, management, or related field.
- Three years of increasingly responsible experience, including staff supervision and evaluation.
- Working knowledge of state and local construction rules, regulations, and procedures.
- Excellent interpersonal, communication (verbal and written), leadership, and organization skills.
- Must hold a valid Indiana driver’s license.

TERMS OF EMPLOYMENT

The Director of Operations will be expected to work approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is be considered to be an exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is not entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week.. The salary for this position is established by the Superintendent of Schools and the Board of School Trustees. The benefits for this position are set out in the Administrative Contract Addendum, as from time to time amended.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees’ policy on Evaluation of Support Personnel. The Assistant Superintendent for Business Services will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Assistant Superintendent for Business Services
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017





ASSISTANT DIRECTOR OF OPERATIONS

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The School City of Mishawaka (SCM) Assistant Director of Operations has responsibilities in four important areas; safety, risk management, buildings and grounds, and transportation.

Safety – The SCM Assistant Director of Operations will be expected to become certified as a School Safety Specialist in order to provide site safety leadership, ensure facility compliance with prescribed safety standards, implement safety directives, improve safety performance, and ensure facility safety policies and procedures are aligned with governmental regulations.

Risk Management – The SCM Assistant Director of Operations will assist in identifying, evaluating, and analyzing risks inherent to the operations of SCM.

Buildings and Grounds – The SCM Assistant Director of Operations is responsible in assisting the director in the daily operation and coordination of the maintenance and cleaning of SCM facilities and grounds in order to provide clean, safe, efficient, environmentally healthy, and structurally sound facilities that offer students and staff the best possible atmosphere for meaningful instruction and learning.

Transportation – The SCM Assistant Director of Operations will assist the director to manage the district's transportation and vehicle maintenance program. S/he will ensure safe and efficient operation of the SCM transportation functions and oversee maintenance and inspections of all district-owned vehicles.

ESSENTIAL FUNCTIONS

GENERAL

- Available for a flexible work schedule to provide leadership during afternoon/evening hours in collaboration with the Director of Operations.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, construction managers, architects, vendors, etc.) to implement and/or maintain services and programs.
- Assists the director in direct department operations (e.g. budgeting, safety programs, OSHA, site repairs/construction, preventative maintenance, etc.) to provide services within established time frames and in compliance with related requirements.
- Participates in meetings, workshops and seminars to convey and/or gather information required to perform functions.
- Performs personnel functions (e.g. supervising, directing, training, etc.) to maintain adequate staffing, enhance productivity of personnel and achieve objectives within budget.



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- Prepares a variety of written materials (e.g. correspondence, memos, reports, policy/procedures, budget, etc.) to document activities, provide written reference, and/or convey information.
- Responds to emergency situations during and after standard hours to resolve immediate safety concerns.
- Be active in and develop good public relations with the community, student body, administrative and instructional staff, department staff, labor organizations, professional organizations and local industrial and commercial establishments.
- Attend professional organization meetings and seminars.

SAFETY

- Update annual School Safety Plan compliance at each building.
- Coordinates the development and implementation of procedures and procedural manuals/documentation to ensure a safe environment.
- Provides direct assistance to principals and building administrators to enhance safety and security at school sites and other sites in the district.
- Serves as liaison between the SCM and local law enforcement, emergency management agencies, public safety communication officials, and fire departments.
- Provides technical assistance and training opportunities for employees relative to SCM safety and security.
- Oversees annual physical audits and security assessments of schools and buildings and provides recommendations based on findings to improve safety and security. Initiates action as appropriate.
- Conducts structural and visual inspections.

BUILDINGS AND GROUNDS

- Assesses incidents, complaints, etc. (e.g. building break-ins, utility problems) to resolve the situation.
- Assist with inspection of all aspects of new construction, repair work, projects, equipment, work orders, daily maintenance and supplies to ensure that jobs are completed efficiently, specifications are within regulatory requirements and inspection reports and payment requests are correct.
- Assist with coordination of cleaning work schedules, to include work weeks, vacations, support of educational programs, outside usage, contractor support.

TRANSPORTATION

- Assist with inspection of all aspects of SCM transportation services to ensure that transportation activities are completed efficiently and within regulatory requirements.

MINIMUM QUALIFICATIONS

- Any combination equivalent to: high school graduation supplemented by two years of post-secondary course work in construction trades, management, or related field.
- Three years of increasingly responsible experience, including staff supervision and evaluation.
- Excellent interpersonal, communication (verbal and written), leadership, and organization skills.
- Must hold a valid Indiana driver's license.

TERMS OF EMPLOYMENT

The Assistant Director of Operations will be expected to work approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is be considered to be an exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is not entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week.. The salary for this



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position is established by the Superintendent of Schools and the Board of School Trustees. The benefits for this position are set out in the Administrative Contract Addendum, as from time to time amended.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Personnel. The Assistant Superintendent for Business Services and the Director of Operations will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Director of Operations
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



ADMINISTRATIVE ASSISTANT OPERATIONS

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

Position is responsible for providing general clerical support to the Director and Assistant Director of Operations and facilitating the smooth and efficient day-to-day operations of Buildings and Grounds, Transportation, and Safety.

ESSENTIAL FUNCTIONS

- General clerical support for the department, including opening and distributing mail, assisting with the work order database, reporting emergency repair needs to maintenance employees, monitoring and updating the Director of Operations' calendar, and assisting in staff meeting preparation.
- Prepare purchase orders and requisitions, confirm receipt of ordered items and services, and otherwise facilitate payment of invoices. Assist in the maintenance of an accurate inventory of supplies for custodial/maintenance, transportation and operations.
- Monitor custodial, maintenance, and transportation time and attendance record keeping and processes related payroll. Assist with the coordination of custodial and maintenance vacations and other leaves and schedules substitutes to cover custodial leaves.
- Work with outside security vendor in order to obtain security codes and related access for employees; monitors the maintenance of accurate building access records.
- Maintain agreements for the rental of all school corporation facilities, including scheduling, preparing rental agreements, and collecting applicable fees.
- Assist in contacting vendors to schedule repair work at school corporation facilities.
- Distribute monthly and yearly storm drill/fire drill reports to all school buildings; monitors completion and return of these reports.
- Coordinate annual updates to MSDS and Emergency Preparedness Manuals.
- Oversee the day to day operations of transportation including but not limited to bus driver schedules, routes, field trips, and athletic transportation.
- Maintain knowledge and records of current federal and state transportation mandates/law in accordance with regulations.
- Perform such other duties as may be assigned by the Director or Assistant Director of Operations.

MINIMUM QUALIFICATIONS

- High School diploma or equivalency.
- 2 years of post-secondary education or work and/or training related experience in related field preferred.
- Advanced level proficiencies in word processing, graphic reporting, spreadsheets, database, presentation programs, and other general advanced office skills.
- Successful ability to write, summarize, evaluate, and develop reports based upon data and findings.
- Demonstrate well-developed verbal and written communication skills.



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- Excellent time management skills and ability to multi-task, prioritize work, and give exceptional attention to detail.
- Confidential, trustworthy, analytical, self-motivated, attentive to details, and able to work flexible hours.

TERMS OF EMPLOYMENT

Approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is considered to be a non-exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The hourly wage rate for this position is established by the Superintendent of Schools and the Board of School Trustees.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Support Personnel. The Director for Operations will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Director of Operations
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



Leadership Organizational Chart

Administration Center

04/25/17

More
information
coming soon

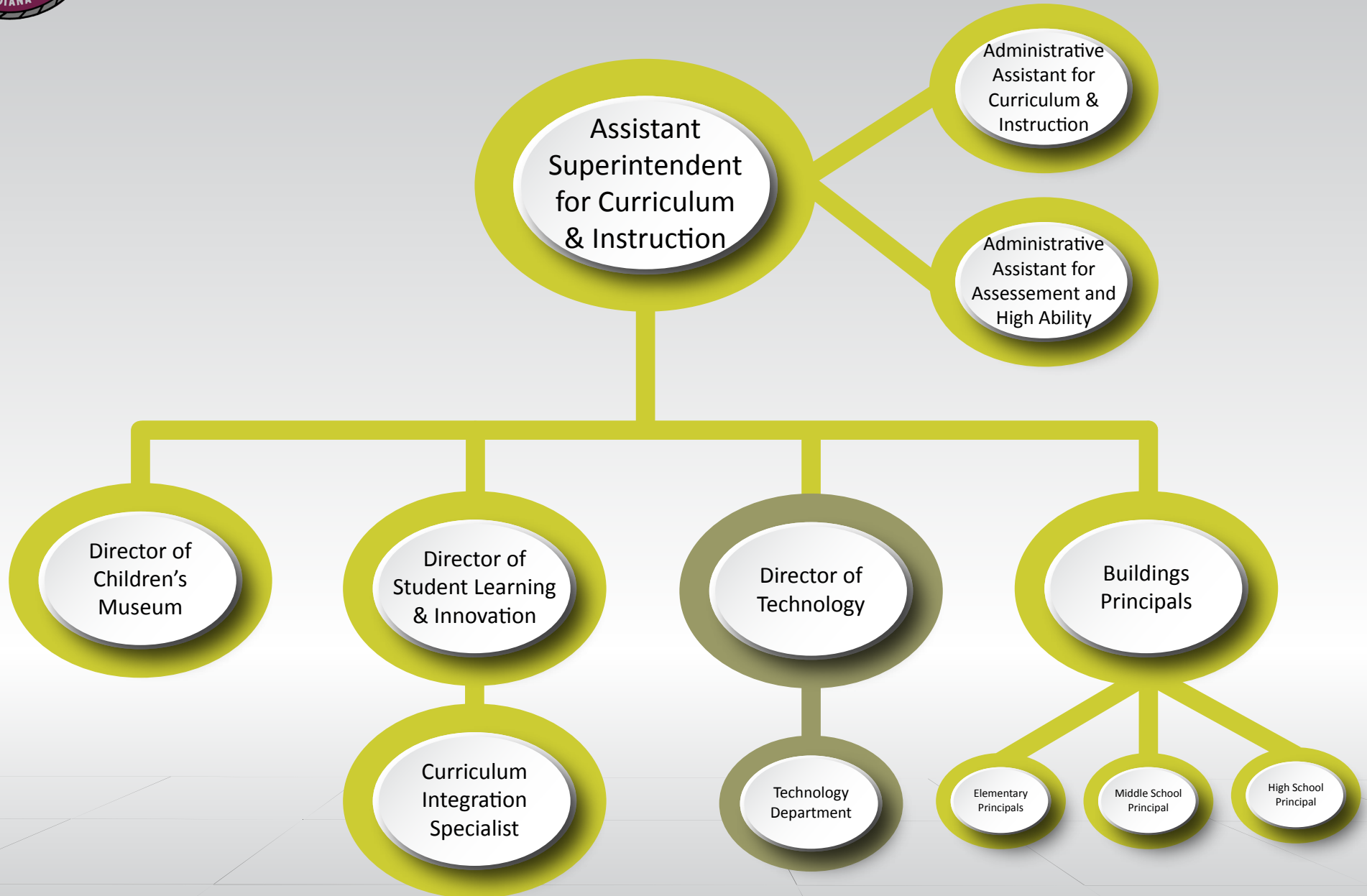


Leadership Organizational Chart

Click a job title for more information.

Administration Center- Curriculum & Instruction Department

04/25/17





ASSISTANT SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The School City of Mishawaka (SCM) Assistant Superintendent for Curriculum and Instruction will provide leadership to direct and effect continuous organizational improvement in curriculum, instruction, technology, professional development, and student learning.

ESSENTIAL FUNCTIONS

- Directs a continuous program of educational improvement through research, development, and implementation of the instructional objectives, curriculum, and philosophy as adopted by the Board of School Trustees.
- Completes annual evaluations of building principals.
- Serves as a district leadership resource to the building principals.
- Provides leadership in establishing and maintaining an ongoing system of evaluation and improvement of all educational programs.
- Coordinates and manages the district's High Ability Programs.
- Serves on the Mishawaka Building Trades Board.
- Provides support to the Director of Student Learning and Innovation in supervising corporation professional development and assessment goals.
- Assists the Director of Student Learning and Innovation with coordination and delivery of services for English Language Learners and the ENL staff.
- Coordinates professional development activities for instructional staff.
- Provides support for the effective use of assessment data, research, and evaluation.
- Supervises grant research and grant writing as needed or requested.
- Establishes and maintains effective and efficient procedures for the development of curriculum selection, assessment, textbook adoption, and instructional materials.
- Establishes procedures and practices that insure the accurate and efficient handling and accounting of all financial/budgetary operations handled by the Department for Curriculum and Instruction.
- Establishes procedures and practices necessary to complete all local, state, and federal reports and applications assigned to the Department of Curriculum and Instruction.
- Provides support to the Director of Exceptional Learners in supervising the corporation's social worker services, nursing programs, and staff.
- Collaborates with the Director of Exceptional Learners to develop, monitor, and support the Multi-tiered System of Support (MTSS).
- Develops, implements, and maintains appropriate summer school instructional programs.
- Provides support to the Director of Technology in supervising the corporation's technology / learning initiatives and staff.
- Participates in applicable professional organizations.
- Collaborates with the Mishawaka Education Association to implement and refine the teacher evaluation rubric.



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- Acts as liaison with parents related to the areas of responsibility.
- Assists with general administrative activities at the Administration Center.
- Works and interacts effectively as a member of the district groups/teams.
- Prepares and provides information and reports to the Board of School Trustees.

MINIMUM QUALIFICATIONS

- Holds a valid Superintendent’s license. A major in curriculum development is desirable. Past experience as a classroom teacher, principal, or related experiences are necessary.
- Indiana teaching licensure, Indiana K-12 Administrative licensure, and prior building level administrative leadership experience is required.
- Exceptional communication and interpersonal relationship skills.
- Knowledgeable in new technology as it applies to education.
- Such alternatives to the above listed qualifications as the Superintendent and Board of School Trustees may find appropriate and acceptable.

TERMS OF EMPLOYMENT

The SCM Assistant Superintendent of Curriculum and Instruction will be expected to work approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is considered to be an exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is not entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The salary for this position is established by the Superintendent and the Board of School Trustees. The benefits for this position are set out in the Administrative Contract Addendum, and from time to time amended.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees’ policy on Evaluation of Personnel. The Superintendent of Schools will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Superintendent of Schools
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017





**ADMINISTRATIVE ASSISTANT
CURRICULUM AND INSTRUCTION
JOB DESCRIPTION**

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

This position supports the Assistant Superintendent for Curriculum and Instruction, the Director of Student Learning and Innovation, and the Director of Technology in the efficient operation of the department.

ESSENTIAL FUNCTIONS

- Support all executive staff leaders in the Curriculum and Instruction Department.
- Assist with the coordination textbooks, including the textbook adoption, purchasing, receiving, barcoding, software system management, and fee calculations of all consumable and textbook materials for students and teachers in grades K-8.
- Guide the SCM staff in the assignment of Homebound Tutors for students and maintain records/data for reporting.
- Maintain and coordinate all Student Teacher placements system-wide.
- Management of elementary and middle school science programs/kits.
- Organize the bookkeeping and management of the Title I, Title II-Part A, Title III, and NESP grants, including communication and assistance with non-public school administration.
- Support the Director of Student Learning in all state and local assessments.
- Supervise and train summer personnel for the Curriculum & Instruction Department.
- Support administrative staff in planning celebration events for the corporation.
- Maintain a system-wide database for all professional development.
- Provide TESA training support.
- Provide assistance to all ENL staff members and secure interpreters for all ENL students and their families.

MINIMUM QUALIFICATIONS

- High School diploma or equivalency.
- 2 years of post-secondary education or work and/or training related experience in related field preferred.
- Advanced level proficiencies in word processing, graphic reporting, spreadsheets, database, presentation programs, and other general advanced office skills.
- Successful ability to write, summarize, evaluate, and develop reports based upon data and findings.
- Demonstrate well-developed verbal and written communication skills.
- Excellent time management skills and ability to multi-task, prioritize work, and give exceptional attention to detail.
- Confidential, trustworthy, analytical, self-motivated, attentive to details, and able to work flexible hours.



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TERMS OF EMPLOYMENT

Approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is considered to be a non-exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The hourly wage rate for this position is established by the Superintendent of Schools and the Board of School Trustees.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Support Personnel. The Assistant Superintendent for Curriculum and Instruction will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Assistant Superintendent for Curriculum and Instruction
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



**ADMINISTRATIVE ASSISTANT
ASSESSMENT AND HIGH ABILITY
JOB DESCRIPTION**

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

This position supports the Assistant Superintendent for Curriculum and Instruction, the Director of Student Learning and Innovation, and the Director of Technology in the efficient operation of the department.

ESSENTIAL FUNCTIONS

- Support all executive staff leaders in the Curriculum and Instruction Department.
- Maintain and organize files, both electronically and in hard-copy formats for students, programs, and software.
- Assist with the High Ability Program, including maintaining and ordering supplies and materials, organizing high ability nominations for grades K-8, coordinating professional development for high ability teachers, and coordinating conference travel for high ability program staff.
- Directly support the Director of Student Learning and Innovation in all state and local assessments.
- Assist in the management of elementary and middle school science program/kits, including collection, refurbishment, inventory, and storage of all materials for science modules and traveling science libraries at the end of each school year.
- Maintain accurate budget records and reports.
- Directly support the Director of Student Learning and Innovation with ENL programming, assessments and teachers.

MINIMUM QUALIFICATIONS

- High School diploma or equivalency.
- 2 years of post-secondary education or work and/or training related experience in related field preferred.
- Advanced level proficiencies in word processing, graphic reporting, spreadsheets, database, presentation programs, and other general advanced office skills.
- Successful ability to write, summarize, evaluate, and develop reports based upon data and findings.
- Demonstrate well-developed verbal and written communication skills.
- Excellent time management skills and ability to multi-task, prioritize work, and give exceptional attention to detail.
- Confidential, trustworthy, analytical, self-motivated, attentive to details, and able to work flexible hours.

TERMS OF EMPLOYMENT

Approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is considered to be a non-exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The hourly wage rate for this position is established by the Superintendent of Schools and the Board of School Trustees.



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EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Support Personnel. The Assistant Superintendent for Curriculum and Instruction will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Assistant Superintendent for Curriculum and Instruction
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



DIRECTOR OF STUDENT LEARNING AND INNOVATION

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The School City of Mishawaka (SCM) Director of Student Learning and Innovation will provide leadership to effect continuous organizational improvement in curriculum, instruction, and learning.

ESSENTIAL FUNCTIONS

- Work effectively with the SCM Director of Technology and SCM curriculum team to assess needs, recommend improvement goals, develop appropriate strategies, and facilitate the successful implementation of department improvement plans.
- Coordinate a professional development program that meets school corporation curriculum and instructional needs.
- Work with corporation stakeholders to create a professional development plan that will voluntarily attract and incentivize teachers to participate in a program of continuous improvement.
- Coordinate professional development programming to provide a system of instructional coaching to ensure the use of best instructional practices by SCM teachers.
- Promote the expansion of an effective personalized learning environment to school leaders which is student/learning centered.
- Collaborate with corporation stakeholders to create a competency-based learning system that benefits students and the community.
- Evaluate, assess, and lead efforts to align curriculum, instruction, and assessment PK-12.
- Collaborate with corporation stakeholders to design multiple metrics that can measure student capacity to be College Ready or Career Ready as well as Citizenship Ready.
- Assist the Assistant Superintendent for Curriculum and Instruction to create metrics for a 5-Star School designation.
- Lead SCM efforts to assist school leaders and teachers to effectively use data to guide instructional and organizational decision making.
- Assist building principals and school practitioners to establish Professional Learning Communities capable of securing meaningful, continuous school improvement, instructional collaboration, and increased student achievement.
- Facilitate the broader and deeper understanding of Growth Mindset among SCM teachers and promote learning environments that nurture confidence, engagement, collaboration, communication, perseverance, creativity, and critical thinking in SCM students.
- Coordinate, manage, and monitor compliance on applicable federal, state, and local assessment programs (K-12).
- Work with School Test Coordinators (STC) to ensure that all student assessments are completed in an efficient and effective manner and in accordance with federal, state and local rules, guidelines, and expectations.
- Assist with development and implementation of summer school instructional programs.
- Assist in the school/corporation accreditation process through AdvancED or other accrediting bodies.



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- Coordinate with the Assistant Superintendent for Curriculum and Instruction to support curriculum and instructional services.
- Responsible for the coordination and delivery of services for English Language Learners (ELL).
- Assist in grant research and grant writing.
- Perform other related duties as may be assigned by the Assistant Superintendent for Curriculum and Instruction.

MINIMUM QUALIFICATIONS

- Indiana teaching licensure required.
- Master’s Degree in Education and/or Education Administration preferred.
- Post graduate work in Curriculum and Instruction and/or Educational Leadership.
- Administrative experience preferred.
- Demonstrated record of success in leading best organizational and instructional practices in previous employment.
- Basic understanding of effective innovation practices and is willing to pursue innovation certification.
- Demonstrated record of success with leadership and management skills that serve the best interest of students and staff in previous employment.
- Exhibit effective communication, organization, and collaboration skills to work with a diverse group of stakeholders.
- Relevant prior employment experience with a school corporation or school related organization.

TERMS OF EMPLOYMENT

The Director of Student Learning and Innovation will be expected to work approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is considered to be an exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is not entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The salary for this position is established by the Superintendent and the Board of School Trustees. The benefits for this position are set out in the Administrative Contract Addendum, and from time to time amended.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees’ policy on Evaluation of Personnel. The Assistant Superintendent for Curriculum and Instruction will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Assistant Superintendent for Curriculum and Instruction
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



CURRICULUM INTEGRATION SPECIALIST

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The School City of Mishawaka (SCM) Curriculum Integration Specialist will provide leadership to effect continuous organizational improvement in curriculum, instruction, technology integration, and learning.

ESSENTIAL FUNCTIONS

- Coordinate professional development programming to provide a system of career paths of teacher leadership to ensure the use of best instructional practices by SCM teachers in order to facilitate transformative learning experiences for all students.
- Promote the expansion of an effective personalized learning environment to school leaders which is student/learning centered.
- Emphasize project and inquiry based learning approaches through “blended learning” and “flipped classroom” environments.
- Demonstrate the crucial role instructional technologies play in education with respect to increasing student access, engagement, and success, to become college, career, and citizenship ready upon graduation.
- Facilitate the broader and deeper understanding of Growth Mindset among SCM teachers and promote learning environments that nurture confidence, engagement, collaboration, communication, perseverance, creativity, and critical thinking in SCM students.
- Supervise the skills development of all employees in the operation of instructional technology. Build awareness among employees of available resources and the role of technology in the instructional process.
- Collaborate with corporation stakeholders to create a competency-based learning system that benefits students and the community.
- Lead SCM efforts to assist school leaders and teachers to effectively use data to guide instructional and organizational decision making.
- Work with School Test Coordinators (STC) to ensure that all student assessments are completed in an efficient and effective manner and in accordance with federal, state and local rules, guidelines, and expectations.
- Manage and direct staff in support of all technology applications to help the district meet goals of the strategic plan.
- Coordinate the planning, support, professional development, and implementation of technology use in teaching/learning for the purpose of improving student learning in all subject areas.
- Plan, implement, direct, and maintain the district's applications and use of technology within the instructional curriculum.
- Evaluate and provide recommendations regarding complementing classroom instruction with educational technology.
- Conducts research about advancements in instruction, technology, and resources to facilitate informed decision-making.
- Familiarity with classroom management systems.



MINIMUM QUALIFICATIONS

- Indiana teaching licensure required.
- At least four years’ experience in K-12 education preferred.
- Master’s Degree in Education and/or Education Administration preferred.
- Administrative experience preferred.
- Demonstrated record of success in leading best organizational and instructional practices in previous employment.
- Demonstrated professional experience in a technology leadership role.
- Demonstrated record of success with leadership and management skills that serve the best interest of students and staff in previous employment.
- Exhibit effective communication, organization, and collaboration skills to work with a diverse group of stakeholders.

TERMS OF EMPLOYMENT

The Curriculum Integration Specialist will be expected to work approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is considered to be an exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is not entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The salary for this position is established by the Superintendent and the Board of School Trustees. The benefits for this position are set out in the Administrative Contract Addendum, and from time to time amended.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees’ policy on Evaluation of Personnel. The Director of Student Learning and Innovation will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Director of Student Learning and Innovation
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



ELEMENTARY PRINCIPAL

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The School City of Mishawaka (SCM) Elementary Principal will provide leadership to influence a positive student learning environment of the total elementary school program at the building level.

ESSENTIAL FUNCTIONS

- Establishes and maintains effective and efficient procedures with an emphasis on student learning and student safety.
- Provides leadership in assessing, implementing, evaluation, and improving the building and district educational programs, as well as developing educational goals and priorities each year.
- Establishes and maintains practices and procedures that promote an effective learning climate in the school in accordance with School City of Mishawaka's adopted policies.
- Establishes a structured and organized process for the opening and closing of school year operations (i.e. duty schedules, inventory, book distributions and collection, building and equipment readiness, storage, etc.)
- Responsible for scheduling and maintaining effective procedures for determining the appropriate placement of students.
- Coordinates and provides supervision for all student extra-curricular programs and activities.
- Evaluates the performance of all certified and non-certified personnel in accordance with the procedures of their respective contracts.
- Provides for regular written and verbal communications with central office and all school publics through the PTA, newsletters, bulletins, newspapers, conferences, and progress reports.
- Conducts meaningful meetings with staff, as well as individuals, as needed.
- Establishes procedures and practices for safeguarding the health and welfare of students and adults in the school in compliance with district and state policy (i.e. fire drills, safety regulations, safety patrols, storm/tornado drills, immunizations, etc.).
- Oversees the maintenance of the physical facilities and grounds.
- Supervises substitute teachers and assists them in the performance of their duties.
- Prepares and administers the school budget and supervises school finances.
- Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
- Participates in the recommendation and selection of new staff members.
- Contributes to the improvement of district wide programs and operations through constructive participation as an Administrative Team member.
- Maintains active and positive relationships with students and parents.
- Keeps the superintendent informed of the school's activities and problems.
- Interprets and enforces district policies and administrative regulations.
- Leads in the development, determination of appropriateness, and monitoring of the instructional program.
- Assists in the development, revision, and evaluation of the curriculum.
- Maintains high standards of student conduct and enforces discipline as necessary according to due process.



- Carries out any of the tasks as assigned by the superintendent of schools and central office administrators.
- Coordinates professional development activities for instructional staff.
- Effectively utilizes assessment data to inform instructional practices.
- Completes all local, state, and federal reports and applications assigned to the individual schools.
- Collaborates with building level leadership to develop, monitor, and support the Multi-tiered System of Support (MTSS).
- Participates in applicable professional organizations.
- Collaborates with the Mishawaka Education Association review and resolve building level concerns.

MINIMUM QUALIFICATIONS

- Holds a valid Building Level Administrator’s license. Past experience as a classroom teacher, principal or related experiences are necessary.
- Indiana teaching licensure, Indiana K-12 Administrative licensure, and prior building level administrative leadership experience is preferred.
- Exceptional communication and interpersonal relationship skills.
- Knowledgeable in new technology as it applies to education.
- Such alternatives to the above listed qualifications as the Superintendent and Board of School Trustees may find appropriate and acceptable.

TERMS OF EMPLOYMENT

The Elementary School Principal will be expected to work approximately eight (8) hours per day, two hundred fifteen (215) days per year. This position is considered to be an exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is not entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The salary for this position is established by the Superintendent and the Board of School Trustees. The benefits for this position are set out in the Administrative Contract Addendum, and from time to time amended.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees’ policy on Evaluation of Personnel. The Superintendent will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Superintendent of Schools
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017





MIDDLE SCHOOL PRINCIPAL

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The School City of Mishawaka (SCM) Middle School Principal will provide leadership to influence a positive student learning environment of the total elementary school program at the building level.

ESSENTIAL FUNCTIONS

- Establishes and maintains effective and efficient procedures with an emphasis on student learning and student safety.
- Provides leadership in assessing, implementing, evaluation, and improving the building and district educational programs, as well as developing educational goals and priorities specific to middle school education each year.
- Establishes and maintains practices and procedures that promote an effective learning climate in the school in accordance with School City of Mishawaka's adopted policies.
- Establishes a structured and organized process for the opening and closing of school year operations (i.e. duty schedules, inventory, book distributions and collection, building and equipment readiness, storage, etc.)
- Responsible for scheduling and maintaining effective procedures for determining the appropriate placement of students.
- Coordinates and provides supervision for all student extra-curricular programs, activities, and after school events.
- Evaluates the performance of all certified and non-certified personnel in accordance with the procedures of their respective contracts.
- Provides for regular written and verbal communications with central office and all school publics through the PTA, newsletters, bulletins, newspapers, conferences, and progress reports.
- Conducts meaningful meetings with staff, as well as individuals, as needed.
- Establishes procedures and practices for safeguarding the health and welfare of students and adults in the school in compliance with district and state policy (i.e. fire drills, safety regulations, safety patrols, storm/tornado drills, immunizations, etc.).
- Oversees the maintenance of the physical facilities and grounds.
- Supervises substitute teachers and assists them in the performance of their duties.
- Prepares and administers the school budget and supervises school finances.
- Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
- Participates in the recommendation and selection of new staff members.
- Contributes to the improvement of district wide programs and operations through constructive participation as an Administrative Team member.
- Maintains active and positive relationships with students and parents.
- Keeps the superintendent informed of the school's activities and problems.
- Interprets and enforces district policies and administrative regulations.
- Leads in the development, determination of appropriateness, and monitoring of the instructional program.



- Assists in the development, revision, and evaluation of the curriculum.
- Maintains high standards of student conduct and enforces discipline as necessary according to due process.
- Carries out any of the tasks as assigned by the superintendent of schools and central office administrators.
- Coordinates professional development activities for instructional staff specifically related to middle level education.
- Effectively utilizes assessment data to inform instructional practices.
- Completes all local, state, and federal reports and applications assigned to the individual schools.
- Collaborates with building level leadership to develop, monitor, and support the Multi-tiered System of Support (MTSS).
- Participates in applicable professional organizations.
- Collaborates with the Mishawaka Education Association review and resolve building level concerns.

MINIMUM QUALIFICATIONS

- Holds a valid Building Level Administrator’s license. Past experience as a classroom teacher, principal or related experiences are necessary.
- Indiana teaching licensure, Indiana K-12 Administrative licensure, and prior building level administrative leadership experience is preferred.
- Exceptional communication and interpersonal relationship skills.
- Knowledgeable in new technology as it applies to education.
- Such alternatives to the above listed qualifications as the Superintendent and Board of School Trustees may find appropriate and acceptable.

TERMS OF EMPLOYMENT

The Middle School Principal will be expected to work approximately eight (8) hours per day, two hundred sixty one (261) days per year. This position is considered to be an exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is not entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The salary for this position is established by the Superintendent and the Board of School Trustees. The benefits for this position are set out in the Administrative Contract Addendum, and from time to time amended.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees’ policy on Evaluation of Personnel. The Superintendent will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Superintendent of Schools
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017





HIGH SCHOOL PRINCIPAL

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The School City of Mishawaka (SCM) High School Principal will provide leadership to influence a positive student learning environment of the total elementary school program at the building level.

ESSENTIAL FUNCTIONS

- Establishes and maintains effective and efficient procedures with an emphasis on student learning and student safety.
- Provides leadership in assessing, implementing, evaluation, and improving the building and district educational programs, as well as developing educational goals and priorities specific to high school education each year.
- Maintains an emphasis on a portrait of a Mishawaka graduate that is College, Career, and Citizenship Ready.
- Establishes and maintains practices and procedures that promote an effective learning climate in the school in accordance with School City of Mishawaka's adopted policies.
- Establishes a structured and organized process for the opening and closing of school year operations (i.e. duty schedules, inventory, book distributions and collection, building and equipment readiness, storage, etc.)
- Responsible for scheduling and maintaining effective procedures for determining the appropriate placement of students.
- Coordinates and provides supervision for all student extra-curricular programs, activities, and after school events.
- Evaluates the performance of all certified and non-certified personnel in accordance with the procedures of their respective contracts.
- Provides for regular written and verbal communications with central office and all school publics through the PTA, newsletters, bulletins, newspapers, conferences, and progress reports.
- Conducts meaningful meetings with staff, as well as individuals, as needed.
- Establishes procedures and practices for safeguarding the health and welfare of students and adults in the school in compliance with district and state policy (i.e. fire drills, safety regulations, safety patrols, storm/tornado drills, immunizations, etc.).
- Oversees the maintenance of the physical facilities and grounds.
- Supervises substitute teachers and assists them in the performance of their duties.
- Prepares and administers the school budget and supervises school finances.
- Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
- Participates in the recommendation and selection of new staff members.
- Contributes to the improvement of district wide programs and operations through constructive participation as an Administrative Team member.
- Maintains active and positive relationships with students and parents.
- Keeps the superintendent informed of the school's activities and problems.



- Interprets and enforces district policies and administrative regulations.
- Leads in the development, determination of appropriateness, and monitoring of the high school instructional program.
- Assists in the development, revision, and evaluation of the curriculum.
- Maintains high standards of student conduct and enforces discipline as necessary according to due process.
- Carries out any of the tasks as assigned by the superintendent of schools and central office administrators.
- Coordinates professional development activities for instructional staff specifically related to secondary level education.
- Effectively utilizes assessment data to inform instructional practices.
- Completes all local, state, and federal reports and applications assigned to the individual schools.
- Collaborates with building level leadership to develop, monitor, and support the Multi-tiered System of Support (MTSS).
- Participates in applicable professional organizations.
- Collaborates with the Mishawaka Education Association review and resolve building level concerns.

MINIMUM QUALIFICATIONS

- Holds a valid Building Level Administrator’s license. Past experience as a classroom teacher, principal or related experiences are necessary.
- Indiana teaching licensure, Indiana K-12 Administrative licensure, and prior building level administrative leadership experience is preferred.
- Exceptional communication and interpersonal relationship skills.
- Knowledgeable in new technology as it applies to education.
- Such alternatives to the above listed qualifications as the Superintendent and Board of School Trustees may find appropriate and acceptable.

TERMS OF EMPLOYMENT

The High School Principal will be expected to work approximately eight (8) hours per day, two hundred sixty one (261) days per year. This position is considered to be an exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is not entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The salary for this position is established by the Superintendent and the Board of School Trustees. The benefits for this position are set out in the Administrative Contract Addendum, and from time to time amended.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees’ policy on Evaluation of Personnel. The Superintendent will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Superintendent of Schools
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017





Leadership Organizational Chart

Administration Center

04/25/17

More
information
coming soon

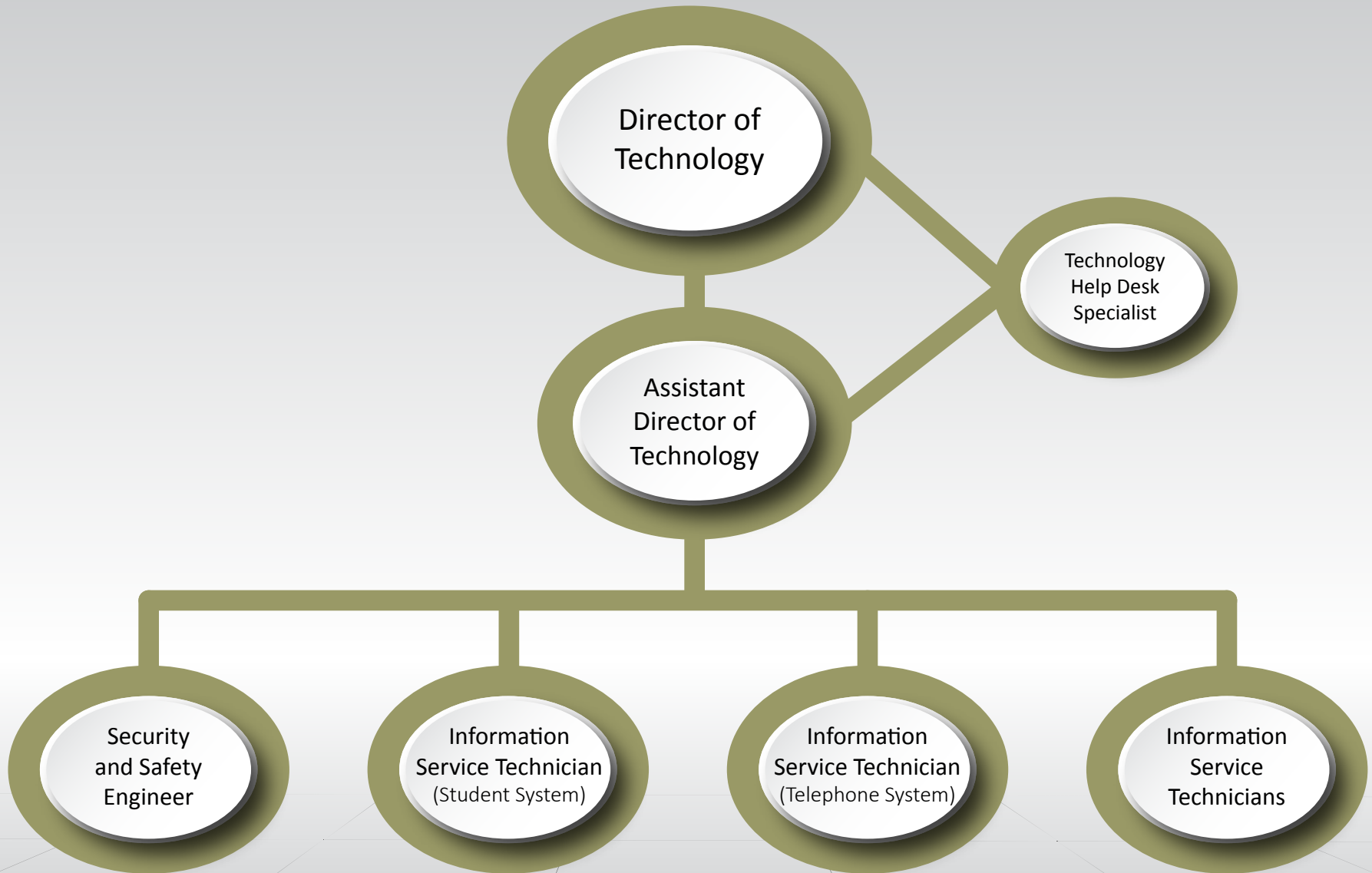


Leadership Organizational Chart

Administration Center- Technology Department

04/25/17

Click a job title for more information.





DIRECTOR OF TECHNOLOGY

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

Technology plays an integral part in all aspects of 21st Century school life, from its use to engage students, to a vehicle to connect teachers across the district, to streamline administrative tasks, to conduct assessment testing, and as an efficient way to communicate with parents and the community. The Director of Technology will oversee all technology initiatives in the School City of Mishawaka. S/He must be familiar with all the current and emerging technologies and have a deep understanding of how this technology can be used to transform education.

ESSENTIAL FUNCTIONS

- Provide visionary leadership in the integration of media and technology within the instructional program by designing, developing, implementing, supervising and coordinating programs to promote the use of media and technology for learning in all subject areas for students and teachers.
- Coordinate development, refinement and execution of the district strategic plan, involving all stakeholders and leadership team.
- Build strong, collaborative relations with the Superintendent, Senior Leadership Team, faculty and staff to make informed decisions.
- Collaborate with principals and school staff to make informed decisions.
- Create and support employee teams for needs assessment, decision-making, technology support, professional development, and other aspects of the district technology program.
- Manage and direct staff in support of all technology applications to help the district meet goals of the strategic plan.
- Supervise or coordinate the skills development of all employees in the operation of technology. Build awareness among employees of available resources and the role of technology in the instructional process.
- Develop and coordinate a broad range of technology-based resources, maximizing the availability and use of these resources.
- Planning, implementing, directing and maintaining the district's applications and use of technology within the instructional curriculum; evaluating and providing recommendations regarding complementing classroom instruction with software applications and computer technology; and assisting administrators and teachers.
- Coordinates the planning, support, professional development and implementation of technology use in teaching, learning for the purpose of improving student learning in all subject areas.
- Implements the district master education technology plan to guide district action in the effective implementation of the plan:
- Demonstrate excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Must have an understanding of the crucial role academic technologies play in education with respect to increasing student access, engagement, and success, to become college, career, and citizenship ready at graduation.
- Significant knowledge of and experience with current classroom instructional technologies.
- Familiarity with classrooms management systems.



MINIMUM QUALIFICATIONS

- Bachelor’s degree
- Demonstrated professional experience in a technology leadership role
- At least four years’ experience in K–12 education preferred
- Demonstrated written and verbal communication skills, as well as speaking and presentation skills
- Certified Education Technology Leader (CETL) certification preferred (may be required to be attained within one year of hire)

TERMS OF EMPLOYMENT

The Director of Technology will be expected to work approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is be considered to be an exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is not entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The salary for this position is established by the Superintendent of Schools and the Board of School Trustees. The benefits for this position are set out in the Administrative Contract Addendum, as from time to time amended.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees’ policy on Evaluation of Support Personnel. The Assistant Superintendent for Curriculum and Instruction will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Assistant Superintendent for Curriculum and Instruction
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017





ASSISTANT DIRECTOR OF TECHNOLOGY

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The School City of Mishawaka (SCM) Assistant Director of Technology, with direction from the Director, will plan, organize, coordinate, and direct the activities of the Technology Department. S/He will develop systems to provide continuous, ongoing increases in departmental efficiency and effectiveness. The Assistant Director will advise the School Board and Administration on policy issues while monitoring compliance throughout the school district.

ESSENTIAL FUNCTIONS

- The SCM Assistant Director of Technology plans, administers, coordinates, and supervises the day-to-day activities of operational programs.
- Manage the technology help desk operations and related customer service delivery, technology infrastructure issues, and the supply of information technology services from the Technology Department to assigned district groups.
- Submit annual evaluations and professional growth plans for Technology Service Technicians, Technology Help Desk Technician, and Security Service Engineer to the Director of Technology in a timely fashion.
- Direct Technology Service Technicians as they design and manage the local networks (LAN), the wide area networks (WAN), and associated servers.
- Coordinate all computer hardware maintenance and repair.
- Support the design and implementation of file backup protocols and network security systems.
- Manage all district software licenses to ensure compliance with copyrights and license agreements.
- Maintain accurate records of all computer hardware and software that has been purchased, deployed, and placed in SCM inventory.
- Monitor telecommunication and data center services that serve SCM students and staff.
- Assist in the development of technology budgets for procurement and maintenance of all technology systems.
- Monitor the implementation of the district's E-Rate reimbursement/discount program.
- Perform other related duties as may be assigned by the Director of Technology.

MINIMUM QUALIFICATIONS

- A Master's degree is preferred.
- Four years of successful service related to Educational Technology.
- Other preferred certificates, licenses, and registrations include:
 - MCSA/MCSE; VMware ESC (VCP)
 - Cisco (CCNA) or Comptia Network+
 - Comptia Security+
 - Comptia Linux+
 - Comptia Project+
 - Cisco Wireless



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- The Assistant Director of Technology will be familiar with and remain informed of current laws and proposed changes pertaining to Educational Technology in the State of Indiana.

TERMS OF EMPLOYMENT

The Assistant Director of Technology will be expected to work approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is be considered to be an exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is not entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The salary for this position is established by the Superintendent of Schools and the Board of School Trustees. The benefits for this position are set out in the Administrative Contract Addendum, as from time to time amended.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Support Personnel. The Director of Technology will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Director of Technology
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



TECHNOLOGY HELP DESK SPECIALIST

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

Responsible for facilitating the resolution of student, parent, and staff technology related inquiries and performing general clerical tasks in support of the SCM Technology Department.

ESSENTIAL FUNCTIONS

- Serves as primary point of contact for requests for technology related assistance which are received via telephone, email, and work order system or otherwise from students, parents, and staff members. Facilitates assignment of work orders to appropriate technology department staff.
- Generates and tracks purchase order requests; maintains documentation of purchases in spreadsheets. Maintains records related to SCM contracts with outside vendors for Technology Department.
- Distributes equipment as requested. Maintains Fixed Assets Inventory of Technology, including maintaining a log of equipment that has been loaned to employees.
- Coordinates equipment repairs as needed and organizes the recycling of surplus equipment.
- Sets up mobile devices as needed and oversees app purchases. (e.g., iPads, Android tablets, etc.) Assists with the installation of hardware and software in all SCM owned facilities, as needed.
- Sets up and updates staff and student user accounts and provides support to end-users in the use of Google Email, Calendar, Contacts, Drive, and other Google Apps.
- Updates parent and student information in the student data management system as needed.
- Supervises the creation and issuance of corporation photo identification badges to all SCM employees.
- Provide backup to Graphic Arts department as needed.
- Provides general clerical support to the Technology Department, including support for technology meetings and the manipulation of pdf files in Adobe software.
- Performs such other duties as may be assigned by the Technology Director and Assistant Director.

MINIMUM QUALIFICATIONS

- High School diploma or equivalency.
- 2 years of post-secondary education or work and/or training related experience in related field preferred.
- Advanced level proficiencies in word processing, graphic reporting, spreadsheets, database, presentation programs, and other general advanced office skills.
- Successful ability to write, summarize, evaluate, and develop reports based upon data and findings.
- Demonstrate well-developed verbal and written communication skills.
- Excellent time management skills and ability to multi-task, prioritize work, and give exceptional attention to detail.
- Confidential, trustworthy, analytical, self-motivated, attentive to details, and able to work flexible hours.



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TERMS OF EMPLOYMENT

Approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is considered to be a non-exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The hourly wage rate for this position is established by the Superintendent of Schools and the Board of School Trustees.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Support Personnel. The Assistant Director of Technology will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Assistant Director of Technology
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



SECURITY AND SYSTEMS ENGINEER

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

Responsible for facilitating the efficient operation of the SCM Computer Network, with a particular focus on network security and safety issues.

ESSENTIAL FUNCTIONS

- Primarily responsible for firewall security and firewall cluster management, controlling student and staff permissions as it relates to accessing desktop and network resources (GPO settings, etc.), managing camera security systems, maintaining web server security, tracking and maintaining inventory for mobile devices, overseeing computer imaging practices, secondary phone system support, and secondary desktop repair support.
- Provides support and assistance to the Network Engineer with respect to installing, configuring, and maintaining the SCM Microsoft server environment, public and private bandwidth, VMware vSphere infrastructure, Cisco switched infrastructure, Google Systems, and SAN infrastructure, as directed by the Technology Coordinator.
- Serves as a secondary after-hours point of contact with respect to any and all network related issues.
- Assists the Technology Coordinator with respect to analyzing network needs and preparing appropriate recommendations for submission to the Executive Director for Curriculum and Instruction.
- Provides appropriate technical support to end-users at all skill levels throughout the school community.
- Maintains up-to-date knowledge of all topics related to areas of responsibility.
- Implements new network software and modifications in an optimal manner with minimal impact upon educational activities.
- Completes assigned work orders in a prompt and effective fashion.
- Assists with the installation of hardware and software in all SCM owned facilities as needed.
- Assists in fulfillment of user requests for data extracts related to the submission of required reports.
- Performs such other duties as may be assigned by the Technology Coordinator.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent required; bachelor's degree in a relevant area of study preferred
- Relevant prior employment experience, preferably with a school corporation or school related organization.
- Exceptional problem solving, communication, and human organizational skills.
- Ability to work collaboratively in a team oriented environment.
- MCITP Enterprise Administrator certification and/or two years of experience managing enterprise level Microsoft Networks required; experience, proficiency, and certifications in the following areas preferred: VMware ESX (VCP), Cisco (CCNA), Firewalls, Microsoft SQL, Microsoft IIS, Windows 7, network security concepts and practices, camera security systems, software imaging practices, and Linux.
- Such alternatives to the above listed qualifications as the Superintendent of Schools and Board of School Trustees may find to be appropriate and acceptable.



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TERMS OF EMPLOYMENT

The employee will be expected to work approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is considered to be an exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is not entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The salary for this position is established by the Superintendent and the Board of School Trustees.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Personnel. The Assistant Director of Technology will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Assistant Director of Technology
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



INFORMATION SERVICES TECHNICIAN STUDENT SYSTEM

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The Information Services Technician strives to ensure data is current and accurate in the Student Information System (SIS) so data can be shared across departments and programs for decision-making strategies, meeting assessment, graduation goals, and state reporting.

ESSENTIAL FUNCTIONS

- Responsible for the support and management of the Student Information System (SIS)
- Provide appropriate technical support to end-users at all skill levels throughout the school community, including students, staff, parents, and administrators.
- Proactively analyze and repair potential problems within areas of responsibility. Seek assistance from appropriate sources when cause of problem is unknown.
- Maintain up-to-date knowledge of all topics related to areas of responsibility
- Complete assigned work orders in a prompt and effective fashion.

MINIMUM QUALIFICATIONS

- High School diploma or equivalency.
- 2 years of post-secondary education or work and/or training related experience in related field preferred.
- Advanced level proficiencies in word processing, graphic reporting, spreadsheets, databases, presentation programs, and other general advanced office skills.
- Demonstrate well-developed verbal and written communication skills.
- Excellent time management skills and ability to multi-task, prioritize work, and give exceptional attention to detail.
- Ability to work collaboratively in a team oriented environment.
- Ability to work independently.
- Confidential, trustworthy, analytical, self-motivated, attentive to details, and able to work flexible hours.

TERMS OF EMPLOYMENT

Approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is considered to be a non-exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The hourly wage rate for this position is established by the Superintendent of Schools and the Board of School Trustees.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Support Personnel. The Assistant Director of Technology will conduct the evaluation of this position.



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ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Assistant Director of Technology
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Revision dates:	April 19, 2017



INFORMATION SERVICES TECHNICIAN

TELEPHONE SYSTEM

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The Information Services Technician (IST) provides support, installation and management of the telephone system, printers, and audio/visual equipment. The IST also provides technical support in the area of computer installation, software, repair, and maintenance.

ESSENTIAL FUNCTIONS

- Responsible for the support and management of the telephone system.
- Provide appropriate technical support in the area of computer installation, software, repair, and maintenance.
- Provide appropriate technical support and management in the areas of networked and local printers and audio/visual equipment installation, software, repair, replacement and maintenance.
- Troubleshoot technical issues with various corporation equipment and complete assigned work orders in a prompt and effective fashion.
- Assist Tech Assistants with hardware and software issues.
- Set up and operation sound systems.
- Proactively analyze and repair potential problems within areas of responsibility. Seek assistance from appropriate sources when cause of problem is unknown.

MINIMUM QUALIFICATIONS

- High School diploma or equivalency.
- 2 years of post-secondary education or work and/or training related experience in related field preferred.
- Advanced level proficiencies in telephones and computers.
- Demonstrate well-developed verbal and written communication skills.
- Excellent time management skills and ability to multi-task, prioritize work, and give exceptional attention to detail.
- Ability to work collaboratively in a team oriented environment.
- Ability to work independently.
- Confidential, trustworthy, analytical, self-motivated, attentive to details, and able to work flexible hours.

TERMS OF EMPLOYMENT

Approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is considered to be a non-exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The hourly wage rate for this position is established by the Superintendent of Schools and the Board of School Trustees.



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EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Support Personnel. The Assistant Director of Technology will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Assistant Director of Technology
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



Leadership Organizational Chart

Administration Center

04/25/17

More
information
coming soon

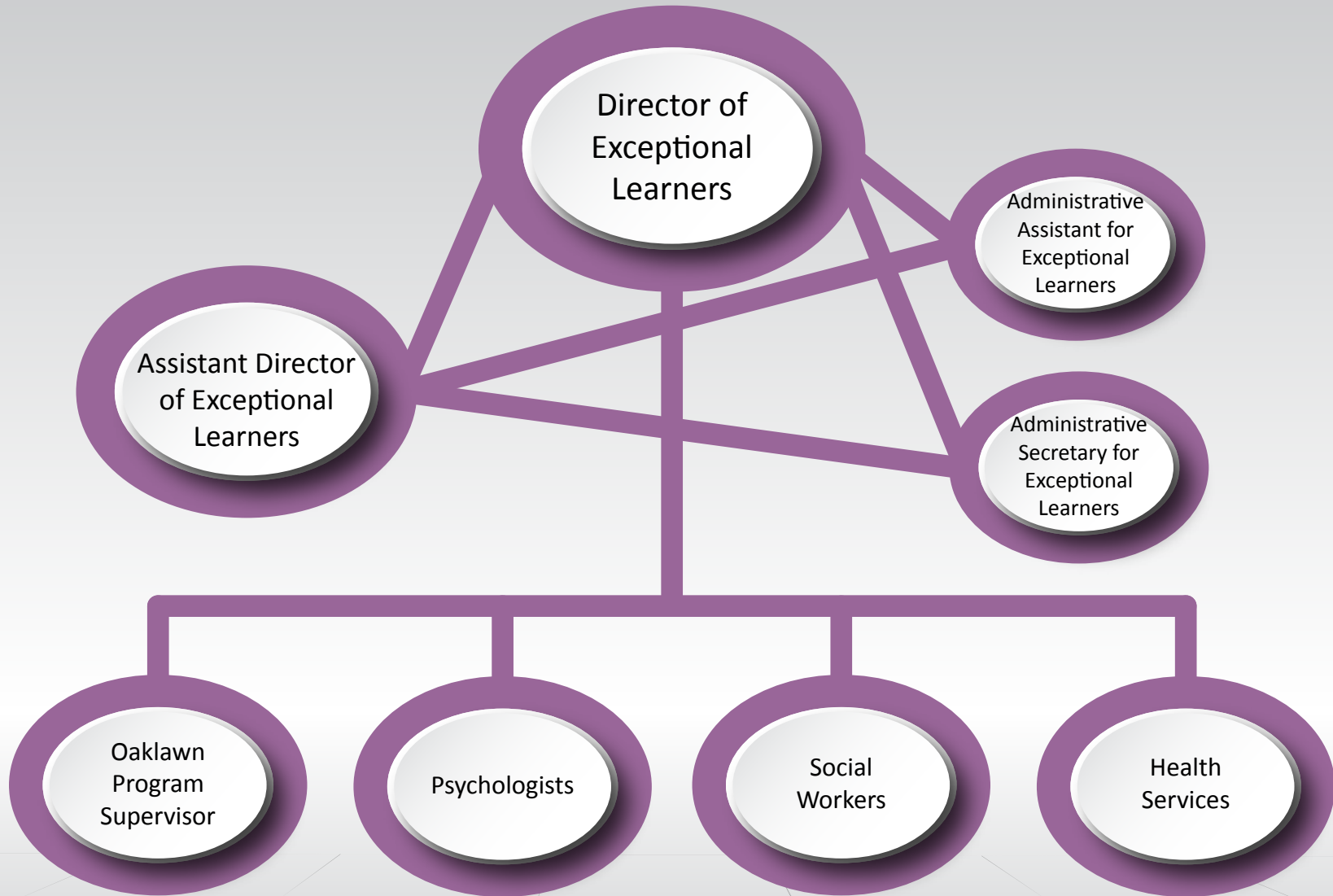


Leadership Organizational Chart

Administration Center- Exceptional Learners

04/25/17

Click a job title for more information.





DIRECTOR OF EXCEPTIONAL LEARNERS

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The School City of Mishawaka (SCM) Director of Exceptional Learners is responsible for ensuring that students with disabilities are offered comprehensive services in the least restrictive environment, and that the due process rights and procedures are followed for students, staff, and parents following all Federal and State requirements.

ESSENTIAL FUNCTIONS

GENERAL LEADERSHIP FUNCTIONS

- Ensure compliance with Federal and State Special Education Laws and oversee the implementation of all programs, policies, and procedures including gathering data for and filing state and federal reports.
- Conduct periodic reviews of enrollment, programming options, and important trends in education in an effort to advise the School Board of Trustees regarding program changes.
- Assure that procedures are in effect which locate, evaluate, and provide students with disabilities a free and appropriate education in the least restrictive environment.
- Keep informed of current practices in education by attending educational conferences, participating in appropriate professional organizations and meetings, reviewing research findings, professional journals, and by other appropriate means.
- Coordinate training for administrators and staff on compliance with IDEA and Indiana's Article 7.

COMMUNICATION WITH SCHOOL BOARD OF TRUSTEES AND SUPERINTENDENT

- Keep the Superintendent and School Board of Trustees informed of the latest trends, laws, requirements, and procedures related to special education.
- Recommend to the School Board of Trustees for final action on the promotion, salary changes, demotion, or dismissal of any employee.

PERSONNEL

- Develop and maintain appropriate personnel policies and procedures consistent with state and federal law.
- Recommend for employment the best qualified and most competent teachers, administrators, and support personnel, within the limits of budgetary provisions and staff projections.
- Assign and transfer employees as the interest of the school corporation may dictate, and reports such action to the Board for information and record.
- Evaluate administrative staff and designated certified and non-certified support staff.
- Determine staff professional development and technical assistance needs and provide/coordinate in-service to special education, general education staff member and parents as needed.

FINANCIAL

- Assume responsibility for the overall financial planning of SCM Exceptional Learners and for the preparation of the annual budget and its submission to the School Board of Trustees for review and approval.
- Make application for and receive state reimbursement, as well as investigate and make application for any additional funding which may become available.



- Establish and maintain efficient procedure and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the School Board of Trustees.
- Submit all necessary reports required at the federal and state level in an accurate and timely fashion, and oversee all excess cost applications to be submitted to the state for approval.

LEGAL

- Keep informed of the multiple and complex legal requirements governing special education and assures compliance within the policies, procedures and programs for special education.
- Provides leadership for and participates in all special education mediation and /or due process hearings in accordance with statutory requirements.
- Assist administrators, building principals and staff members in responding to all special education complaints, and work to resolve concerns prior to state level involvement.
- Communicate concerns to stakeholders for revisions or proposed changes in local, state, and federal legislation, rules, and procedures.
- Monitor the compliance of staff with Federal and State Special Education rules.
- Collaborate with community agencies to develop agreements for Special Education services for:
- Develop the SCM Exceptional Learners policy and procedures in compliance with federal and state mandates.

SPECIAL EDUCATION PROGRAMS

- Conduct periodic review of enrollment, programming options and important trends in education, and provides leadership in establishing new programs and developing improvements in existing programs.
- Ensure that options for least restrictive environment are available at every program level, and promote the Inclusion of students with disabilities.
- Review state and district assessment data to determine program effectiveness.
- Responsible for curriculum development, conferring with parents and staff, personnel development, monitoring program needs, and effectiveness.
- Review all initial requests for psychoeducational evaluations.

COMMUNICATION/COLLABORATION/CONSULTATION

- Facilitate, promote and participate in public outreach activities by providing information about Exceptional Learners and students with disabilities to administrators, educators, parents, and community stakeholders.
- Work with parent support groups and advocates to address trends, issues and changes in special education rules, regulations, and procedures, and assure that in-service activities are planned to support the needs of the parents of students with disabilities.
- Develop a process and train educational surrogate parents for students with disabilities as needed.
- Consult with nonpublic school administrators and public school staff on caseloads for certified and support staff serving students with disabilities in nonpublic schools, and students who are homeschooled.

ADDITIONAL RESPONSIBILITIES

- Assume responsibility for one's own professional growth and development by keeping current with the literature, new research findings, and improved techniques; and by attending professional meetings.
- Promotes working relationships and facilitates communication with building administrators, parent, and staff.
- Other duties as assigned by the Superintendent and/or Federal or State requirements to support and promote the Department of Exceptional Learners, its students, staff, and parents.



MINIMUM QUALIFICATIONS

- State of Indiana Director of Special Education License.
- Minimum of Master’s Degree in Special Education and/or Education Administration.
- Successful experience in providing special education services, and supervision of administrative and certified staff.
- Possess working knowledge of: special education programs, federal and state special education laws, regulations, funding, monitoring and compliance.
- Demonstrate leadership and management skills that serve the best interest of students with disabilities.
- Exhibit exceptional communication, organization, and collaboration skills to work with a diverse group of stakeholders with sensitivity to the emotional and behavioral involvement often related to special education responsibilities.

TERMS OF EMPLOYMENT

The SCM Director of Exceptional Learners will be expected to work approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is considered to be an exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is not entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The salary for this position is established by the Superintendent and the Board of School Trustees. The benefits for this position are set out in the Administrative Contract Addendum, as from time to time amended.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees’ policy on Evaluation of Personnel. The Assistant Superintendent for Curriculum and Instruction will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Assistant Superintendent for Curriculum and Instruction
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



ASSISTANT DIRECTOR OF EXCEPTIONAL LEARNERS

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The SCM Assistant Director of Exceptional Learners will assist the Director of Exceptional Learners in ensuring that students are offered comprehensive services in the least restrictive environment, and that the due process rights and procedures are followed for students, staff, and parents following all federal and state requirements.

ESSENTIAL FUNCTIONS

GENERAL LEADERSHIP FUNCTIONS

- Assure that procedures are in effect which locate, evaluate and provide students with disabilities a free and appropriate education in the least restrictive environment.
- Keep informed of current practices in education by attending educational conferences, participating in appropriate professional organizations and meetings, reviewing research findings, professional journals, and by other appropriate means.

PERSONNEL

- Develop and maintains personnel policies and procedures consistent with state and federal Law.
- Assist in the hiring process and recommendation of the best qualified teachers, administrators, and support personnel for employment within the limits of budgetary provisions.
- Assign and transfers employees as the interest of the school corporation may dictate, and reports such action to the Board for information and record.
- Address personnel matters, and evaluate designated certified and non-certified support staff.
- Help determine staff professional development and technical assistance needs and provide/coordinate in-service to special and general education staff members and parents as needed.

FINANCIAL

- Prepare all excess cost applications to be submitted to the state for approval.
- Assume responsibility for adhering to approved budget, to purchasing procedures and to submitting budgetary requests during the budget development process.

LEGAL

- Keep informed of the multiple and complex legal requirements governing special education and assures compliance within the policies, procedures and programs for special education.
- Provide leadership for and participates in special education complaints, mediation and /or due process hearings in accordance with statutory requirements as needed.
- Monitor the compliance of staff with Federal and State Special Education rules.
- Collaborate with community agencies to develop agreements for Special Education services.
- Develop forms and procedures to provide information to stakeholders and assist with the assurance of following regulations appropriately.
- Provide professional growth opportunities for principals, special and general education staff to assure awareness of the special education laws, rules and procedures.



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- Assist in the development of the SCM special education policy and procedures in compliance with federal and state mandates.

SPECIAL EDUCATION PROGRAMS

- Conduct periodic review of enrollment, programming options and important trends in education and provide leadership in establishing new programs and developing improvements in existing programs.
- Ensure that options for least restrictive environment are available at every program level to promote the Inclusion of students with disabilities.
- Review state and district assessment data, and gather information from various stakeholders to determine program effectiveness.
- Responsible for curriculum development, conferring with parents and staff, personnel development, monitoring program needs, and effectiveness.
- Select and adopts textbooks and instructional materials for programs for all students with disabilities. (Universal Design for Learning)
- Monitor the state alternate assessment.
- Supervise the Young Adult Services program.
- Collaborate with administrative and parent representatives from the nonpublic schools on the proportionate share expenditure, and the plans for services to students with disabilities who attend nonpublic schools.

MINIMUM QUALIFICATIONS

- Minimum of Master's Degree in Special Education and/or Education Administration.
- Willingness to obtain an Indiana Director of Exceptional Learners License.
- Successful experience providing special education services and supervision of administrative and certified staff.
- Possess working knowledge of: special education programs, Federal and State Special Education laws, regulations, funding, monitoring and compliance.
- Demonstrate leadership and management skills that serve the best interest of students with disabilities.
- Exhibit effective communication, organization, and collaboration skills to work with a diverse group of stakeholders and sensitivity to the emotional involvement often related to special education.

TERMS OF EMPLOYMENT

The SCM Assistant Director of Exceptional Learners will be expected to work approximately eight (8) hours per day, two hundred sixty-one (261) days per year. This position is considered to be an exempt position under the terms of the Fair Labor Standards Act (FLSA) and as such the employee filling this position is not entitled to compensatory time or other compensation for hours worked over and above the regular forty (40) hour work week. The salary for this position is established by the Superintendent and the Board of School Trustees. The benefits for this position are set out in the Administrative Contract Addendum, and from time to time amended.

EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Personnel. The Director of Exceptional Learners will conduct the evaluation of this position.



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ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Director of Exceptional Learners
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



ADMINISTRATIVE ASSISTANT EXCEPTIONAL LEARNERS

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The School City of Mishawaka (SCM) Administrative Assistant Exceptional Learners is expected to provide administrative and clerical support to ensure the smooth operation of the department. The Administrative Assistant must behave ethically, establish and maintain positive working relationships, communicate effectively, focus on client needs, foster teamwork, organize, plan, and be a problem solver.

ESSENTIAL FUNCTIONS

- Coordinate and maintain all record keeping procedures and authorization as required by the rules and regulations governing special education students and services.
- Maintain the responsibility of routine tasks such as department correspondence, appointments, messages, and ordering supplies.
- Responsible for the whereabouts of personnel so that they can be contacted at all times when needed.
- Responsible for processing all evaluations and reports in a manner consistent with the special education laws.
- Maintain student files in the computer based system and processes IEPs according to the rules governed by special education.
- Maintain effective public relations with all staff and the general public.
- Assist with conference and travel arrangements for the Director of Exceptional Learners and other staff working for Exceptional Learners.
- Compile information for and complete state required reports within the mandatory timelines.
- Maintain budgetary responsibilities for the Exceptional Learners Department.
- Assist School Psychologists with scoring of testing protocols.
- Prepare staff data sheets for Human Resources for new hires. Provide staff personal data, days and hours worked and distribution account numbers.
- Become competent with the Indiana IEP Program and be able to run all advanced reporting.
- Perform any other duties assigned by the Director and Assistant Director of Exceptional Learners.

MINIMUM QUALIFICATIONS

- High School diploma or equivalency.
- 2 years of post-secondary education or work and/or training related experience in related field preferred.
- Advanced level proficiencies in word processing, graphic reporting, spreadsheets, database, presentation programs, and other general advanced office skills.
- Successful ability to write, summarize, evaluate, and develop reports based upon data and findings.
- Demonstrate well-developed verbal and written communication skills.
- Excellent time management skills and ability to multi-task, prioritize work, and give exceptional attention to detail.
- Confidential, trustworthy, analytical, self-motivated, attentive to details, and able to work flexible hours.



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TERMS OF EMPLOYMENT

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EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Support Personnel. The Director of Exceptional Learners will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Director of Exceptional Learners
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



ADMINISTRATIVE SECRETARY/IEP COORDINATOR EXCEPTIONAL LEARNERS

JOB DESCRIPTION

The position is expected to assist School City of Mishawaka in achieving its vision and mission. Customer focus, community service and a willingness to assist as needed are expectations for all SCM employees.

POSITION SUMMARY

The School City of Mishawaka (SCM) Secretary/IEP Coordinator for Exceptional Learners is expected to provide administrative and clerical support to ensure the smooth operation of the department. The Administrative Secretary/IEP Coordinator must behave ethically, establish and maintain positive working relationships, communicate effectively, focus on client needs, foster teamwork, organize, plan, and be a problem solver.

ESSENTIAL FUNCTIONS

- Perform general office activities such as placing telephone calls, preparing correspondence, taking telephone calls and messages for all Exceptional Learners staff.
- Responsible for handling all Exceptional Learner information in a manner consistent with the laws regarding confidentiality.
- Create and update student files in the computer based system.
- Design, type, duplicate and distribute school publications as directed by the Director of Exceptional Learners.
- Prepare materials for staff meetings.
- Request and sends student records as required.
- Create, update and maintain current and previous student files.
- Enter and track all move-in students.
- Enter and update special education information in Infinite Campus.
- Maintain the IEP program with current and updated information and audit and revise IEPs for compliance.
- Maintain and communicate IEP updates and IDOE regulations to certified staff and related service providers.
- Respond to questions and solve issues regarding the IEP program.

MINIMUM QUALIFICATIONS

- High School diploma or equivalency.
- 2 years of post-secondary education or work and/or training related experience in related field preferred.
- Advanced level proficiencies in word processing, graphic reporting, spreadsheets, database, presentation programs, and other general advanced office skills.
- Successful ability to write, summarize, evaluate, and develop reports based upon data and findings.
- Demonstrate well-developed verbal and written communication skills.
- Excellent time management skills and ability to multi-task, prioritize work, and give exceptional attention to detail.
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TERMS OF EMPLOYMENT

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EVALUATION

Performance of this job is evaluated in accordance with provisions of the Board of School Trustees' policy on Evaluation of Support Personnel. The Director of Exceptional Learners will conduct the evaluation of this position.

ADDITIONAL INFORMATION

Position reports to/ Job description reviewed by:	Director of Exceptional Learners
Job description approved by:	Director for Human Resources
Revision dates:	April 19, 2017



Leadership Organizational Chart

Administration Center

04/25/17

More
information
coming soon