

## *High School Secretary*

**Requirements:** High School Graduate.

Superior computer skills which include experience with spreadsheet software and word processing software. Good keyboarding skills are required.

Must possess excellent communication skills, both written and verbal. Must enjoy working with parents and high school students.

Must be neat, accurate, and well organized with demonstrated drive, initiative and responsibility and be an asset in maintaining a harmonious working environment.

Exhibits a willingness to accept suggestions and demonstrates attention to detail.

Experience in school district payroll preferred.

Vacations and leave days scheduled with prior approval of building principal.

Willing to work at least two weeks in the month of July and to cover other buildings during summer months.

**Reports to:** The high school secretary is responsible to the building principal, maintenance supervisor, and transportation supervisor for the daily performance of his/her duties and to the superintendent for his/her overall performance as an employee.

**Performance Responsibilities:**

The duties and responsibilities of the secretary are as follows and are intended to provide general direction:

- Serves as office receptionist;
- Greets all visitors to the office courteously, determines their needs and directs or escorts them to the proper person;
- Arranges and confirms principal's appointments;
- Prepares materials for opening and closing of school;
- Answers incoming and outgoing phone calls;
- Handles all requisitions and purchase orders;
- Distributes teacher supplies;
- Types/duplicates all correspondence, internal materials and forms and disseminates all incoming correspondence;
- Prepares and maintains bi-weekly payroll report;
- Calls and processes teacher substitutes in the building;
- Maintains and distributes data processing sheets;
- Assists principal in compiling and typing of principal reports;
- Maintains permanent records (active and inactive);

Distributes, collects and files emergency medical forms;  
Types grant proposals and final expenditure reports as requested by principal;  
Records all safety drills;  
Types teacher handbook;  
Maintains general office files;  
Cleans and updates files in accordance with Ohio Public Records Statutes;  
Types school suspension letters, lunch and bus suspensions and warning letters;  
Enters disciplinary reports into computer;  
Distributes and files necessary accident reports;  
Enters changes into computer for report cards, specialist schedules, and progress reports;  
Deposits money for all school fees, and other money making or student projects;  
Enters changes into computer for addresses/phone numbers;  
Assists contacting parents/guardians for pick up of ill students;  
Assists principal in calling students for bus pickups at end of day or for field trips;  
Types awards and academic certificates;  
Maintains as much as possible that the building copier is in good running order and filled with sufficient paper;  
Maintains textbook inventory  
Assists with transcripts for current and former students  
Assists Transportation Supervisor with preparing documents and files  
Assists Maintenance Supervisor with purchase orders and bookkeeping  
Cleans and straightens out all book and storage rooms; and  
Attends Board of Education Meetings upon request.

Assumes any other duties assigned by the Building Principal or Superintendent related to this position.

**Salary:**

Salary will be commensurate with experience and will be in accordance with Board adopted salary schedules. Position is for 260 days which includes membership in SERS and benefit package accorded by the Board to full-time employees.

Interested applicants should send a letter of interest and resumé via mail or email by Wednesday, June 13, 2018 to:

Tom Yazvac  
11335 Youngstown-Pittsburgh Rd.  
New Middletown, Oh 44442

[tyazvac@springfieldlocal.us](mailto:tyazvac@springfieldlocal.us)