



Serving Learners, Families, and the Community

CECIL COUNTY PUBLIC SCHOOLS

DEPARTMENT OF HUMAN RESOURCES

GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER
201 BOOTH STREET • ELKTON, MD 21921

phone: 410.996.5555 • fax: 410.996.1051 • www.ccps.org

Jeffrey A. Lawson, Ed.D.
Superintendent of Schools

Dianne L. Heath
President, Board of Education

PLEASE POST

August 28, 2026

PLEASE POST

CLOSING DATE: Monday, September 7, 2026

LEAD SCHOOL SECRETARY V ELEMENTARY & SECONDARY SCHOOLS

GENERAL PURPOSE OF POSITION

Under the direction of the Principal, the Lead School Secretary V (year-round position) provides secretarial and clerical services of a general, special, technical, sensitive, and/or confidential nature for administrators, coordinates general office responsibilities, and assists with the supervision of office staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF POSITION

1. Performs high-level secretarial tasks and managerial duties.
2. Exercises good judgment in making decisions and handling administrative details independently, including routine inquiries, screening of telephone calls, the composition of letters/memoranda, and scheduling of appointments.
3. Prepares and maintains a wide variety of office records and files in a confidential manner, including student records, student attendance, employee attendance, and payroll records.
4. Enters purchase orders for approval. Receives, confirms, and files purchase orders upon approval.
5. In elementary and middle schools, performs general bookkeeping and accounting of school accounts in accordance with required accounting procedures.
6. Prepares clear and concise reports.
7. Has knowledge of the general organization and functions of the Cecil County Public Schools.
8. Acts and reacts effectively in the absence of an administrator.
9. Maintains regular, on-time attendance and is able to work a flexible schedule as needed.
10. Reacts to change productively and performs other duties as assigned.
11. Interacts positively with students and all school and community stakeholders.

MINIMUM REQUIREMENTS OF POSITION

1. High school diploma
2. Four years of experience in an office setting; school office experience preferred. Secretarial education or training may be substituted for office experience.
3. Proficiency in the use of computers and software (specifically, Microsoft Office and Google Apps for Education)
4. Excellent business English skills (spelling, grammar, and punctuation) as demonstrated by the Clerical Performance Test
5. In-depth knowledge of business office procedures and the ability to perform these procedures without supervision
6. A high degree of responsibility and motivation
7. Professional manner
8. Excellent interpersonal communication skills

(over)

SALARY

The salary range for the Lead School Secretary V position for the 2026-2027 school year is \$53,975 - \$62,242, depending on creditable experience and training. Advanced preparation increments based on degree conferral and longevity increments are in addition to the base salary. An attractive fringe benefit package is available that includes individual or family medical, dental, and vision benefits; term life insurance; retirement plans; and 12 sick and 3 personal leave days.

APPLICATION PROCEDURES

All applicants meeting the minimum qualifications of the position are required to submit a **letter of interest** and **complete résumé**. Two professional references with valid email addresses must be included in the reference section of the application. All completed applications must be submitted through AppliTrack at <http://www.applitrack.com/cecil/onlineapp>. Information requested must be received no later than **11:59 p.m. on Monday, September 7, 2026.**

REMARKS

This job announcement will be used to create a pool of Lead School Secretary V candidates for all schools. There is currently a vacancy at Rising Sun High School.

The Cecil County Public Schools prohibits discrimination in its educational programs, activities, and employment on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, genetic information, gender identity, or disability.

Further information can be found in Policy AC on BoardDocs

<http://go.boarddocs.com/mabe/cecil/Board.nsf/goto?open&id=CAEP475FE564>