

Ottawa Hills Local School District

JOB DESCRIPTION

Position: Secretary

Contract: Twelve Months

Report to: The secretary is responsible to the administrator(s) and or office(s) as assigned.

Qualifications:

1. Possess a high school diploma or equivalent.
2. Possess a valid driver's license.
3. Have a minimum of three years' experience in a secretarial position.
4. Demonstrate high moral character.
5. Have a clean, neat appearance.
6. Have established record of good attendance, punctuality, and dependability.
7. Demonstrate a high degree of proficiency in office procedures and use of office machines.
8. Be able to follow instructions, plan and organize work, and work independently without close supervision. Display excellent time management skills.
9. Demonstrate a high level of competency in word processing and other software used by the district. Possess knowledge of EMIS functions (preferred).
10. Display ability and willingness to learn new methods and techniques in secretarial practices. Be flexible and adapt quickly to change.
11. Pass school district's secretarial skills' test, including typing, proofreading and revising, and communication skills.
12. Demonstrate the ability to communicate ideas and directives clearly and effectively, both orally and in writing.
13. Demonstrate ability to interact with colleagues.
14. Use professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
15. Demonstrate enthusiasm and a sincere desire to aid all staff members, students, and community members.
16. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout employment in the district.
17. Possess such other alternatives to the above qualifications as the Board may find appropriate.

Job Goal:

To assist the assigned administrator(s) in the daily operation of the office by maintaining the needs, goals, and interests of the school district, staff, students, parents, and community.

General Duties:

1. Handle all secretarial duties as assigned by administrator.
2. Maintain confidentiality at all times.
3. Operate and maintain various office machines effectively, including computers, printers, copy machine, postage machine, laminator, folding machine, etc.

General Duties (*continued*)

4. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
5. Help instill in students the belief in and practice of ethical principles and democratic values.
6. Interact in a positive manner with staff, students, parents, and community.

Specific duties may include:

1. Perform the secretarial duties in the office assigned.
2. Serve as a liaison between the administration, staff, students, parents, and community.
3. Perform receptionist duties and receive incoming telephone calls for the office. Deal with all callers and visitors in a professional, polite, and friendly manner.
4. Maintain appointment calendar(s), and schedule appointments and meetings as necessary.
5. Type all correspondence, including letters, memos, reports, forms, records, schedules, research projects, surveys, press releases, databases, etc., as assigned.
6. Type and process requisitions and maintain account records as required.
7. Handle and distribute mail, both incoming and outgoing.
8. Keep all files and records up-to-date and initiate new files and records when necessary. File all correspondence, etc., in proper order, and use all school forms pursuant to Board policies.
9. Carry out all EMIS record keeping as directed by the EMIS coordinator.
10. Collect money, fees, fines, etc. and maintain accurate records of same as assigned.
11. Assist in preparations for meetings, programs, student-related events, faculty and staff events, etc. as assigned.
12. Coordinate repair of office equipment as required.
13. Maintain security of school records, personnel interactions, finances, safe, etc.
14. Supervise and/or train all community volunteers who assist in the office.
15. Keep inventory of and requisition supplies, forms, etc. as needed.
16. Supervise the secure and proper storage and dispensation of medications to students if appropriate.
17. Administer simple first aid to students, administrators, faculty, and staff if appropriate.
18. Schedule building facilities as needed.
19. Maintain current and accurate office records, including databases, spreadsheets, budgets, schedules, attendance counts, etc.
20. Perform other duties as assigned by appropriate administrator and his/her designee.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle in inclement weather conditions.
3. Occasional interaction among unruly or impolite children and/or adults.
4. Frequent interruption of duties by students, visitors, staff, and/or telephone.
5. Repetitive hand motion, e.g., typing, computer keyboard.