

**WESTERVILLE CITY SCHOOLS
OFFICE OF HUMAN RESOURCES**



JOB DESCRIPTION

POSITION: Secretary 3

WORK SCHEDULE: WESSA 11 Months/239 contract days

REPORTS TO: Principal

SUPERVISES: N/A

SALARY: 20.65-23.91 per hour

HOURS: 7:00 a.m. – 3:30 p.m. Monday through Friday

POSTING DATE: April 28, 2026

JOB SUMMARY: The person in this position is responsible for performing a wide variety of secretarial functions as directed by the Principal and the Assistant Principal.

NOTE: The lists below are not ranked in any particular order of importance.

QUALIFICATIONS:

- Minimum of two years' experience where qualifications and responsibilities were comparable
- High school diploma or equivalent

ESSENTIAL FUNCTIONS:

- Greet visitors in a cheerful and welcoming manner
- Answer and direct all incoming calls
- Enroll and withdraw students
- Student record data entry
- Monitor grade processing for interims and report cards
- Correspondence (counselors, asst. principal, principal, athletic director)
- Generate homework requests to teachers
- Filing
- ALC/Suspension Paperwork
- Entering Discipline data into Power school (detentions, ALC, suspensions)
- Assist with mail sorting
- Assist parents with Power School logins
- Other duties as assigned by the principal or supervisor
- Assist Assistant Principal with scheduling

KNOWLEDGE, SKILLS AND ABILITIES:

- Proven skills in Microsoft Office Excel, Word, Publisher, Gmail, and Google Suite
- Effective, active listening skills
- Organizational and problem-solving skills
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Good oral and written communications skills
- Ability to maintain absolute confidentiality

- Affinity for detail
- Human relations skills; ability to relate to a wide range of people and problems calmly and in an assured manner
- Proven competence in English composition, grammar, spelling, and punctuation
- Telephone presence
- Maturity, composure, warmth, stability, high energy level and the ability to work independently to organize work schedules, set priorities and coordinate the flow of work through the office
- Initiative – ability to anticipate needs and to take appropriate action within established parameters while keeping supervisor appropriately informed
- Knowledge of modern office practices, procedures and equipment

TERMS OF EMPLOYMENT:

This position requires the individual to hold a current student monitor permit issued by ODE. Work calendar, salary, and benefits established by Board of Education

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education Policy on Evaluation of Professional Personnel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow instructions and perform duties required by the employee's supervisor(s). All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. All staff are expected to comply fully with the Ohio Department of Education and Workforce Code of Conduct for educators. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Westerville City School District is an Equal Opportunity Employer and complies with all State and Federal Regulations regarding employment.

Signature

Revised 12/25

Date