

PLEASE POST

TO: Salem High School, Jr. High School, Buckeye School, Reilly School, Southeast School, Athletic Administrator, Cafeteria area of each Building, Custodial Room of each Building, Office of the Treasurer, OAPSE President, Bus Garage, and Office of the Superintendent
FROM: Office of the Superintendent
DATE: April 12, 2024

TITLE: Full-Time High School/Jr. High Secretary, 211 days per year

DAYS/HOURS: Monday – Friday

REPORTS TO: Building Principals

JOB DESCRIPTION: The High School/Jr. High Secretary provides office and clerical support to assist with the efficient operation of the Salem City School District.

QUALIFICATIONS: Must possess a High School diploma; demonstrate proficiency in common secretarial skills, proficient in the use of computers and word processing software such as Microsoft Office, Excel/ACCESS (spreadsheets), Google Docs, DASL, and email. Demonstrate an ability and desire to maintain confidence at all times. Exhibit good health, high moral character and a good attendance record. Support the philosophy and mission of the school and district.

RESPONSIBILITIES:

1. Act as a receptionist for the High School/Jr. High Principals in greeting students, parents, teachers and the general public.
2. Receive telephone calls and relay messages to the proper person/ department.
3. Compose, type, and copy correspondence, reports, bulletins, records and other materials.
4. Collect money, keep accurate records, and issue receipts for the Student Activity Accounts and the Board of Education accounts.
5. Be responsible for maintaining DASL for students' grades, attendance, honor roll, scheduling, and other applications as needed by the District.
6. Communicate effectively with members of the school district and community.
7. Schedule parent-teacher conferences.
8. Collect assignment sheets for absences and in-school suspension students.
9. Prepare daily attendance reports and announcements.
10. Maintain an orderly filing system.
11. Keep student permanent records up to date with grade labels, test scores, change of address and other pertinent data as needed by the district.
12. Maintain adequate supplies in the office for use by the staff.
13. Distribute office passes and notes as directed or needed.
14. Assist athletic director in certifying students' grades for eligibility.
15. Send and receive faxes.
16. Proofread written documents from the Principals/Associate Principal.
17. Gather and maintain all critical forms (emergency medical, photo consent, acceptable use, free lunch) as needed by the district.
18. Send records to schools for withdrawing students.
19. Enroll students into school.
20. Work with the Principals to prepare and send attendance notices to parents of students with attendance concerns.
21. Work with Principals to prepare reports to be sent to court for those students who have not complied with compulsory attendance laws for the State of Ohio.
22. Follow Board Policy, Administrative Guidelines, and the Negotiated Agreement for the operation of the school building.
23. Enter Building Usage Forms on the School Calendar and maintain the Calendar on the website.
24. Collect, distribute, Chromebooks and perform minor troubleshooting.
25. Perform other duties as assigned by the Building Principals and Superintendent.

All applicants may be subject to a skills assessment test.

Any interested staff member who feels they are qualified and interested in being considered must submit an application in writing to the Superintendent's Office no later than **3:00 p.m. on Friday, April 19, 2024**. Letters of Interest can also be emailed to Terri Roberts at robertst@salem.k12.oh.us

