

Salem City Schools

Senior High/Junior High Secretary

Posting Date: April 25, 2024
Posting Deadline: Until Position is Filled
District: Salem City Schools
Position: One (1) Full Time Senior High/Junior High Secretary During the School Year (211 days per year)

JOB DESCRIPTION: The Senior High/Junior 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 confidences 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 Senior High School/Junior High Office 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.

Starting Date: 2023-2024 School Year

Interested applicants should send a letter of interest, resume, and credentials to:

Attn: Terri Roberts, Administrative Assistant

School District Salem City Schools

Address 1226 East State Street

Address Salem, OH 44460

Phone: 330-332-0316

Fax: 330-332-8936

Email: robertst@salem.k12.oh.us

Applications can be found on our website at <https://salemquakers.k12.oh.us/>