



OAK HILL UNION LOCAL SCHOOLS BOARD OF EDUCATION SECRETARY JOB DESCRIPTION

Position:	Secretary
Department:	Classified
Building/Facility:	School-Wide
Reports to:	Principal
Employment Status:	Regular/Full-time (193 Days, 6 ½ Hours Daily/ ½ Hour Unpaid Lunch)
Status:	Non-Exempt
Qualifications:	High School Diploma Appropriate State of Ohio certificate/license Alternative to the above qualifications as the superintendent and/or board of education may find appropriate
Description:	Provide a positive business-like front office setting
Role Model:	To serve as a role model for students in how to conduct themselves as citizens and responsible intelligent human beings and the legal responsibility to help instill in students the belief in and practice ethical principles and democratic values

Essential Functions:

- Answer the telephone and screen the calls before directing them to the appropriate person
- Monitors front entrance security system for those entering building
- Serve as school receptionist; welcomes all individuals entering the office and directs them to the proper staff/place
- Make public announcements (PA) in school and email announcements to staff
- Register all visitors and provides them with nametags
- Maintain EMIS update forms and input any changes in DASL
- Maintain attendance for students daily
- Email truant officer once a week with list of truancy students
- Assure proper sign out of students
- Act as mail clerk
- Maintain work permits for students
- Type and distribute correspondence as assigned by Executive Principal, Assistant Principal, or Principal's Secretary.
- Duplicate materials if needed by teachers
- Change toner and make note of all copy counts for each month
- Order supplies for office use
- Notify parents by telephone of student's absence from school
- Assist the administration in implementing all procedures and rules governing student life
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Input daily attendance and discipline into DASL
- Make contacts with the public with tact and diplomacy
- Type Honor Roll and Honorable Mention and email to local papers

- Always maintain respect for confidential information, e.g., student grades
- Interact in a positive manner with staff, students, and parents
- Promote good public relations by personal appearance, attitude, and conversation
- Attend meetings and in-services as required by negotiated agreement
- Other duties as assigned by Principal/Assistant Principal/Principal's Secretary
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Ability to handle mathematical computations
- Effective active listening skills
- Organizational and problem-solving skills
- Skills that foster and facilitate learning
- Training in office skills
- Training in computer skills
- Ability to work in a team environment

Equipment Operated:

- TV/VCR
- Copy Machine
- Printer
- Computer
- Telephone
- Calculator
- Fax Machine
- Tape recorder

Additional Working Conditions:

- Occasional requirement to travel, both daily and overnight
- Occasional weekend/evening/summer work
- Occasional exposure to blood, bodily fluid and tissue
- Frequent interaction among unruly children
- Occasional operation of a vehicle inclement weather conditions
- Frequent period of repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Occasional lifting, carrying, pushing, and/or pulling of items up to a maximum of 25 pounds

Oak Hill Union Local Schools

Board Adopted: 4/22/03

Revision Adopted 5/20/2015

Revision: 7/25/2018



OAK HILL UNION LOCAL SCHOOLS BOARD OF EDUCATION SECRETARY JOB DESCRIPTION

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 the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent or Designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware the requirements of my position. I further certify that I have reviewed most current copy of the Oak Hill Union Local Board of Education Policy Manual.

Signature

Date