

**MAYFIELD CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Title:</b>	<b>Secretary</b>
<b>Reports To:</b>	Principal
<b>Position Status :</b>	201-day, 211-day, and 253-day assignments; Calendar determined annually
<b>FLSA Status:</b>	Classified
<b>Job Description:</b>	Complete a variety of secretarial/clerical work in order to support the efficient and effective operation of the District.
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. High School diploma or equivalent; additional professional training preferred.</li> <li>2. Successful experience in a business office and/or school office environment.</li> <li>3. Able to create written communiqués and complete required reports.</li> <li>4. Strong keyboarding and general office skills.</li> <li>5. Proficient in computer skills and knowledge of applications, including Microsoft Word and Excel, necessary to access and disseminate district email and other relevant information in a timely manner.</li> <li>6. Good telecommunication and organizational skills.</li> <li>7. Good health, high moral character, and good attendance record.</li> <li>8. Additional qualifications as the Board of Education may require.</li> </ol>
<b>Physical/Other Requirements:</b>	<ol style="list-style-type: none"> <li>1. Able to access office, work room, classroom, and appropriate areas of school and District property and facilities.</li> <li>2. Effective communication and interpersonal skills.</li> <li>3. Able to lift and move large objects such as boxes of paper, books, and related materials.</li> <li>4. Able to work successfully with students, teachers, support staff, administrators, parents, and the community.</li> <li>5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.</li> <li>6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.</li> </ol>
<b>Performance Responsibilities (Essential Functions*):</b>	
<ol style="list-style-type: none"> <li>1. Provide secretarial/clerical support services for school staff in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law.</li> <li>2. * Perform full range of secretarial/clerical duties for the principal and building staff as assigned.</li> <li>3. Collect necessary data, maintain records, and prepare and submit reports for District services and programs as required by the Ohio Department of Education, the United States Department of Education, and the District as assigned.</li> <li>4. * Answer telephones, greet visitors, and expedite questions and requests in a courteous and diplomatic manner.</li> <li>5. Answer routine correspondence independently; process all confidential correspondence, information, and reports in an appropriate manner, as required.</li> <li>6. * Operate office equipment and technology effectively and arrange for the timely maintenance and repair as needed.</li> </ol>	

7. \* Maintain records as required by law, District policy, and administrative guidelines.
8. Establish and maintain positive relationships with students, parents, teachers, District staff, and community.
9. \* Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
10. Communicate and collaborate effectively with teachers, administrators, and school/District staff.
11. Requisition and acquire material, supplies, and equipment as needed to carry out program.
12. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
13. Respond to specific requests from the Principal/District Administrator(s) on matters affecting the program and operation of the District.

**Other Professional Expectations:**

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Demonstrate a belief in and practices ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of emerging technologies and skills, educational issues and District-related matters.
4. Performs other job functions as assigned.

**Additional Working Conditions:**

1. Occasional extra-hours/weekend work.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional exposure to blood, bodily fluids, and tissue.
4. Occasional interaction among unruly children.

**The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.**