

PERRY LOCAL SCHOOLS

NOTICE TO EMPLOYEES OF A POSITION WHICH IS OPEN

EXTERNAL POSTING

CLASSIFICATION	LOCATION	REPORT TO	START DATE
General Secretary (212 day 8 hour per day contract)	Knapp Elementary	Building Principal	To Be Determined

- Minimum Qualifications:**
- High school diploma or GED. Secretarial skills verified by training and/or work experience.
 - Ability to identify and correct syntax, number usage, punctuation and spelling errors.
 - Ability to effectively operate all essential office equipment (e.g., computers, copiers, printers, etc.).
 - Advanced office-related technology skills deemed essential at the time of hire.
 - Consistently performs accurate math calculations.
 - Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
 - Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Speaks clearly using correct grammar. Bilingual ability is advantageous.

Essential Functions:

- 1. Performs secretarial and ancillary duties that facilitate the timely attainment of district objectives. Keeps informed about program and procedure changes.**
- Collects and organizes information. Confirms data to prevent entry errors. Prepares documents using database, presentation application, spreadsheet and word processing software.
 - Maintains an effective records management system. Files and retrieves information.
 - Completes assigned tasks within required time-frames.
 - Collaboratively develops effective solutions for work-related problems.
 - Offers assistance to office visitors. Directs inquiries to appropriate staff.
 - Answers/directs telephone calls. Writes accurate messages when staff members are not available.
 - Sorts/distributes mail. Prepares photocopies. Scans documents. Collates printed materials.
 - Prepares enrollment/withdrawal records. Obtains record releases. Processes transcripts. Prepares permanent records, student schedules, rosters, etc. Helps verify legal residence and student custody assignments.
 - Collects and maintains staff and student medical emergency authorization forms.
 - Administers medications and renders basic first aid when a school nurse is not available.
 - Processes interim reports, report cards and supplemental information.
 - Updates attendance policy information. Helps ensure policies are uniformly enforced.
 - Authenticates student requests to be dismissed during school hours. Processes late arrivals. Collects attendance forms. Verifies attendance information for report cards.
 - Contacts parents or guardians when the school has not been notified about a student absence.
 - Notifies teachers about homework requests for absent students.
 - Organizes materials and schedules parent/student meetings. Transcribes minutes as requested.
 - Maintains student discipline files (e.g., letters, expulsions, hearings, etc.).
 - Maintains a building activity calendar. Processes community requests to use building facilities.
 - Investigates vendor prices. Assists with Invitation for Bid (IFB) and Request for Proposal (REP) procedures. Maintains procurement files (e.g., letters, contracts, confirmations, guarantees, etc.).
 - Reorders office supplies as needed to maintain reliable service levels.
 - Receives office deliveries. Verifies contents with packing lists/purchase orders. Reconciles invoices for payment. Maintains a transaction/account balance ledger.
 - Provides back-up support for other office staff as needed to ensure dependable service coverage during normal business hours. Assists with special projects as directed.

Applicants may apply on line at <https://www.applitrack.com/perrylocal/onlineapp/>

DATE OF NOTICE: March 13, 2018

FILING DEADLINE: March 20, 2018