

**MADISON LOCAL SCHOOL DISTRICT
JOB DESCRIPTION**

Title:	Secretary
Reports To:	Principal/Designee
Status:	FLSA Classified; Section 3319.081 – ORC
General Description:	Complete a wide variety of secretarial/clerical work to provide organizational support for the efficient and effective operation of the District.
Qualifications:	<ol style="list-style-type: none"> 1. High School diploma or equivalent; additional professional training preferred. 2. Successful experience in a business office and/or school office environment. 3. Able to create written communiqués and complete required reports. 4. Excellent keyboarding and general office skills. 5. Proficient in computer skills and knowledge of applications, such as Microsoft Word and Excel, necessary to access and disseminate District email and student management system and other relevant information in a timely manner. 6. Excellent telecommunication and organizational skills. 7. Good attendance record. 8. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access office, meeting rooms, work room, and appropriate areas of school and District property and facilities. 2. Strong communication and interpersonal skills. 3. Able to lift and move objects up to 40 pounds such as boxes of paper, books, and related materials. 4. Able to work successfully with students, teachers, support staff, administrators, parents, and the community. 5. Able to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 6. Able to interact well with other people, but also able to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. Provide organizational/secretarial/clerical support services in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 2. * Perform organizational/secretarial/clerical duties for the Administration, department, and building staff as assigned. 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. 4. * Maintain records as required by law, District policy/administrative guidelines, including confidential information, records, and files as required. 5. Process incoming and outgoing voice and data communications; handle routine correspondence independently; process all confidential correspondence, information, and reports in an appropriate manner, as required. 6. * Answer telephones, greet visitors, and expedite questions and requests in a courteous and diplomatic manner. 7. Organize and maintain appointment/meeting calendar, building activity and events calendar, and schedule of District functions. 8. * Manage the overall office operation of the building, including student attendance, scheduling, payroll and other fiscal functions. 	

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9. Check in/check out substitute staff for daily assignments; arrange class/duty coverage as needed.
10. Operate office equipment and technology effectively and arrange for the timely maintenance and repair as needed.
11. Establish and maintain positive relationships with students, parents, teachers, District staff, and the community.
12. Communicate and collaborate effectively with teachers, administrators, and school/District staff.
13. Requisition and acquire material, supplies, and equipment as needed to carry out functions of the Building/Department.
14. Perform fiscal functions, including making and safeguarding receipts, deposits, and fiscal oversight in accordance with District policy/administrative guidelines and state/federal law.
15. * Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
16. Participate in professional development training as assigned.
17. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
18. 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 human beings.
2. Demonstrate a belief in and practice ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of emerging technologies and skills, educational issues and District-related matters.
4. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner appropriate to the employee’s professional responsibilities.
5. Perform other job functions as assigned.

Additional Working Conditions:

1. Occasional extra-hours as pre-approved by the Superintendent/Designee.
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.

I have received and read this job description and fully understand the requirements set forth therein.

Employee’s Signature

Date

Supervisor’s Signature

Date

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The Madison Local School District is an equal opportunity employer.