

POSITION POSTING

DATE OF POSTING: MAY 24, 2023

APPLICATION DEADLINE: MAY 31, 2023 or until filled

POSITION: **HIGH SCHOOL SECRETARY**
2023-2024

REPORTS TO: High School Principal

QUALIFICATIONS: Thorough knowledge of office procedures and modern business communications. Knowledge of personal computer and related software. Ability to establish priorities and work independently. Able to maintain effective working relationships with supervisors and co-workers.

RESPONSIBILITIES: Provides administrative assistance to principal and staff as appropriate. Maintains accurate records including financial and attendance. Performs various receptionist duties including answering the phone, greeting students and visitors and taking messages. Willing to attend workshops/training courses, meetings and other related activities after work hours. Able to verbally communicate effectively with students and work well with other employees.

SALARY AND BENEFITS: Per adopted salary schedule. Benefits include health, life, dental and vision insurance.

CONTRACT: 226 days 8 hr/day

APPLICATION PROCESS: Submit school district application or letter requesting transfer along with any other pertinent information to:

Jordan Michael
Jordan.michael@elsd.us
11479 U.S. Highway 62
Winchester, Ohio 45697

Phone: (937) 695-6276
FAX: (937) 695-9046

Eastern Local School District is dedicated to providing equal admission and employment opportunities to all people regardless of race, national origin, religion, sex or disability.