

Defiance City Schools
Position Opening
Position Vacancy Posting

Classification: Secretary to Superintendent
Location of Work: Central Office
Hours Per Day: 12 month employee – 8 hours/day
Rate of Pay: Based on experience
Starting Date: June 1, 2024

Qualifications:

- Must have a high school diploma.
- Proficient in computer programs: Word, Excel, PowerPoint, PowerSchool, Google, Aesop and Email.
- Proficient in office protocols, data entry, spelling, proofreading and the correct use of grammar.
- Embodies high ethical standards.
- Must have a proven record of being accurate and efficient.
- Must have an outstanding attendance record.
- Must be able to prioritize tasks.
- Must be flexible and have a proven record of being proficient in multi-tasking.
- Energetic self-starter. Thorough, gives careful attention to details and effective customer service.
- Must be able to meet all deadlines.
- Must be able to handle crisis situations calmly and with sound judgment.
- Ability to interact comfortably and confidently with the public. Congenial telephone etiquette.
- Ability to maintain and respect confidential matters regarding students, staff and parents.
- Ability to deal effectively and courteously with members of the community and school system.
- Other duties as assigned.

Applicants who apply will submit to all necessary skills tests to determine whether he/she meets the job requirements.

Submit letter of application and resume to:
Mr. Robert Morton, Superintendent
Defiance City Schools
801 S. Clinton Street
Defiance, Ohio 43512

Posted: March 14, 2024
Deadline for Application: April 12, 2024

Essential Functions:

The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides secretarial and administrative support services. Monitors work progress. Helps staff as needed to meet time lines.
- Takes the initiative to perform routine tasks independently. Maintains electronic databases and paper filing systems that support the safe and efficient retention/retrieval of files/records. Maintains an orderly work area.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy interpretation inquiries to administrators.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Keeps informed about program and procedure changes. Routinely interacts with all building departments/services to ensure good communications.
- Greets and assists office visitors. Answers and directs phone calls. Takes messages. Manages calls efficiently to keep lines open.
- Schedules appointments as directed. Maintains an office calendar. Prepares bulletin/message boards and displays as directed. Keeps administrators/staff informed about scheduled events.
- Helps communicate information about weather delays and program cancellations.
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.). Verifies the accuracy of database information as directed.
- Prepares board agendas and assembles meeting packets. Prepares a board-meeting summary for public distribution.
- Prepares required state department of education reports.
- Maintains student discipline files (e.g., letters, student expulsions, hearings, etc.).
- Composes and prepares routine correspondence, memos, notes, E-mails etc.
- Transcribes, duplicates, assembles, and processes routine documents and special mailings.
- Collects, compiles, edits, and prepares statistical data and reports as directed.
- Helps gather information and process grant/foundation proposals as directed.
- Assists with committee assignments and/or special projects as directed.
- Uses photocopy/duplicating equipment. Fixes minor malfunctions. Contacts vendors as needed.
- Maintains office transaction records (e.g., petty cash, receipts, contributions, etc.).
- Processes mail and faxes (i.e., incoming, outgoing, and interoffice).
- Maintains forms and paperwork related to administrative procedures and program functions.
- Discards archived documents following the board-adopted records retention/disposal schedule.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Cross-trains with other office staff and assists with unexpected/urgent situations as needed.
- Participates in staff meetings and professional growth opportunities as directed.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serve as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.