



Tecumseh Local Schools

9760 West National Road
New Carlisle, Ohio 45344
(937) 845-3576

Paula Crew
Superintendent

Denise L. Robinson
Treasurer

ANNOUNCEMENT OF VACANCY FOR THE 2025-26 SCHOOL YEAR

Secretary at Tecumseh High School

Posting Date

April 10, 2025

Application Deadline

Until Filled

Beginning Date

2025-2026 school year

Qualifications: High School Diploma or equivalent;
Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures;
Must pass BCI/FBI Criminal Background Check;
Demonstrates a sincere desire to aid all students; and
Good health, high moral character, and good attendance.
See attached job description for additional details regarding qualifications and job duties.

Required Application Materials: Letter of interest;
Current Resume;
District classified application form;
Signed criminal history check authorization form; and
Signed release of employment information authorization form.

Each of the above application requirements is important in establishing a complete file on all applicants and only applicants with complete files will be considered for interviews. Internal applicants need only submit a letter of interest and a current resume.

Mail or deliver the requested materials to: Mrs. Paula Crew, Superintendent
9760 W National Road, New Carlisle, Ohio 45344
Phone: (937) 845-3576
Email: paula.crew@tecumsehlocal.org

The Tecumseh Local School District is an Equal Opportunity Employer

Learning for All ~ Whatever it Takes!

TECUMSEH LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SCHOOL SECRETARY**

File 212

Reports to: Principal

Job Objective: Performs secretarial duties that support the effective management of school operations.

- Minimum Qualifications:**
- High school diploma or GED. An acceptable score on a pre-employment test may be required.
 - Post-secondary business school training or equivalent secretarial work experience is desirable.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Multitasking ability and strong diplomacy skills. Congenial telephone etiquette.
 - Keeps current with technology and other workplace innovations that support job functions.
 - Proficient in office protocol, data entry, spelling, proofreading, and the correct use of grammar.
 - Accounting skills and the ability to consistently accurately compute and record mathematical data.
 - Gives careful attention to details and effective customer-service.
 - Assignment may require successful completion of basic first aid and/or CPR training.

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 services. Organizes office activities. 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. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Keeps informed about program and procedure changes. 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.
- Updates staff/student handbooks, fact sheets, and program forms.
- Helps coordinate school activities (e.g., open houses, parent/teacher conferences, student/staff orientation, recognition programs, staff in-service training, etc.).
- Prepares enrollment/withdrawal records. Processes transcripts. Prepares permanent records, schedules, student lists, etc.
- Processes interim reports, report cards, and supplemental information.
- Authenticates student requests to be dismissed during school hours. Processes late arrivals. Collects attendance forms.
- Prepares attendance records. Keeps the principal and guidance staff informed about chronic absenteeism, tardiness, and truancy concerns. Verifies attendance information for report cards.
- Contacts parents or guardians when the school has not been notified about an absent student.
- Notifies teachers about homework requests for absent students.
- Collects and maintains staff and student medical emergency authorization forms.
- Administers medications and renders basic first aid when a school nurse is not available.
- Monitors students sent to the office for illness or discipline reasons.
- Monitors bus communications. Conveys information as needed.
- Processes student forms (e.g., work permits, driving permits, etc.).
- Prepares information for the High School Athletic Association.
- Composes and types routine correspondence, memos, notes, forms, etc.
- Transcribes, types, duplicates, assembles, and processes routine documents and special mailings.
- Collects, compiles, edits, and types statistical data and reports as directed.

- Helps gather information and types 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 related to administrative procedures and program functions.
- Monitors and reorders office supplies to maintain reliable service levels.
- Discards archived records following the board-adopted records retention/disposal schedule.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Keeps current with advances in office technology. Updates office procedures.
- Cross-trains with other staff and assists as needed to deal with unexpected/urgent situations.
- Participates in staff meetings and professional growth opportunities as directed.
- Takes precautions to ensure safety. Watches for conduct and 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 serves 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.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Tecumseh Local School District Board of Education.

The Tecumseh Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.