

**Riverside Local School District**  
Job Postings/Vacancies  
For the 2022 – 2023 School Year  
(Due to Resignation)

Date: May 20, 2022

Title: **10-Month Secretary**  
Riverview Elementary School

Responsibilities  
and Skills  
Required:

Please refer to attached Job Description.

Reports to: Building Principal

Terms of  
Employment:

Initial contract one year; additional employment in compliance with Article XVII of the negotiated agreement between the Riverside Local Board of Education and O.A.P.S.E. LOCAL #374 and O.R.C. Section 3319.081 (A).

Funding: General Fund, 10 and 12 Month Secretaries Minimum \$16.01 - Step 0.

Limitations:

As listed in the Riverside Local School District Policy Section 4120, Employment of Non-Teaching Personnel, 4124 Employment Contract, and Articles X, XVII, and XXX of the Agreement between the Riverside Local Board of Education and O.A.P.S.E. Local #374. Please consult relevant negotiated agreement for other applicable limitations.

All requests for consideration should be sent to Mrs. Traci Shantery ([Traci.Shantery@riversideschools.net](mailto:Traci.Shantery@riversideschools.net)) and Mallory Aliff ([Mallory.Aliff@riversideschools.net](mailto:Mallory.Aliff@riversideschools.net)) by 4:00 p.m. May 26, 2022.

*M. Aliff*  
5/20/2022  
8:40 AM

## **JOB DESCRIPTION**

### **DUTIES AND RESPONSIBILITIES**

<b><u>Position:</u></b>	<b>BOARD OFFICE SECRETARY/SCHOOL SECRETARY</b>
<b><u>Responsible to:</u></b>	Superintendent / Building Principal
<b><u>Evaluated by:</u></b>	Superintendent / Principal
<b><u>Job Goal:</u></b>	To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.

#### **Qualifications:**

1. High School diploma.
2. A reasonable degree of proficiency in typing, dictation, and bookkeeping as related to the secretarial position.
3. Working knowledge of basic office procedures and the operation of common office equipment and machines.
4. Ability to function harmoniously with staff, pupils, and general public.

#### **Performance Responsibilities:**

1. Performs the usual office routines and practices associated with a busy, yet productive and smoothly run school office.
2. Maintains such school records as shall be required.
3. Receives and routes all incoming calls.
4. As directed by the superintendent/principals, assists teachers in preparing instructional materials.
5. Processes all changes and adjustments in student schedules throughout the year as directed by the superintendent/principal.
6. Processes communications of various types; including correspondence, reports, notices, recommendations, etc., as directed by the superintendent/principal.
7. Obtains, gathers, and organizes pertinent data as needed and puts it into usable form as directed by the superintendent/principal.
8. Maintains a regular filing system and processes incoming correspondence as directed.
9. Maintains and requisitions supplies as needed and directed by the superintendent/principal.
10. Performs any bookkeeping tasks, including banking, associated with the specific position, as directed.
11. Welcome visitors and directs them to the area or persons associated with the business.
12. Processes student forms, records, etc., as directed.
13. Performs other duties as pertinent to the position in order to achieve the goals of the job as directed by the superintendent/principal.
14. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
15. Responsible to help instill in students the belief in and practice of ethical principles and democratic values by serving as role model.
16. Provides critical analysis as needed.
17. Generates written work-product as needed.
18. Reports misconduct or violations of policy or procedure.
19. Must not disrupt the proper functioning of your position or department.

20. Must not undermine the authority of coworkers, supervisors, or superiors.
21. Must maintain close working relationships with coworkers, supervisors, and superiors.
22. Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.
23. Must ensure that all applicable laws and regulations are followed. In the event the employee becomes aware of any non-compliance by the District or other staff, the employee is to report such to his/her immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.
24. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Riverside Local School District.
25. Must serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
26. Must instill in students the belief in and practice of ethical principles and democratic values.

Evaluation: Performance of this job will be evaluated periodically by the Superintendent/Principal.