

# WELLINGTON EXEMPTED VILLAGE SCHOOLS

## VACANCY ANNOUNCEMENT 2024-2025 SCHOOL YEAR

The following position is available for appointment. Applications for external hire will be accepted until filled. Applications for internal transfer will be accepted in the Superintendent's Office until 3:00 PM on Thursday, March 28, 2024. Eligible persons possessing the required qualifications and wishing to be considered for the job should apply in writing or by email. Include a statement of qualifications with your application and send to Edward Weber, Superintendent, 305 Union Street, Wellington, Ohio 44090 or email at [eweber@wellingtonvillageschools.org](mailto:eweber@wellingtonvillageschools.org).

**JOB TITLE:** SECRETARY TO THE PRINCIPAL

**ASSIGNMENT:** MCCORMICK MIDDLE SCHOOL

**QUALIFICATIONS:**

1. Neat in appearance.
2. Good human relations - must present a professional image to parents, public, students and staff.
3. Honest and reliable. Will be expected to handle petty cash, student fees, etc.
4. Computer literate - knowledge of Microsoft Office, Google Docs, PowerSchool, etc., preferred.
5. Maintain confidentiality at all times, including student records, employee matters, and Family Educational Rights and Privacy Act (FERPA).
6. Trustworthy and responsible.
7. Ability to maintain and update all required records, including student records.
8. Distribute medicines to students in accord with established guidelines.
9. Communicate effectively with principal, parents and staff.
10. Pass mandatory BCI and FBI background checks.

**DUTIES:** Per Job Description

**TERMS:** Per Negotiated Agreement (7 to 7 ½ hours) exclusive of lunch

**WAGES:** Per Negotiated Agreement  
Range: Step 0 - \$17.10  
Step 25 - \$23.37

(March 8, 2024)

It is the policy of this District that no candidate for a position in this District shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, marital status, non-disqualifying disability, height, or other protected categories. Any person who knowingly makes a false statement is guilty of falsification under section 2921.13 of the Revised Code, which is a misdemeanor of the first degree.