

WELLINGTON EXEMPTED VILLAGE SCHOOLS - JOB OPENINGS FOR 2019-2020 SCHOOL YEAR-

VACANCY ANNOUNCEMENT

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, August 15. **Eligible persons possessing the required qualifications and wishing to be considered for the job should apply online at Ohio Department of Education Jobs: (<http://education.ohio.gov/About/Education-Jobs>).** If applying in writing, include a statement of qualifications with your application and send to Edward Weber, Superintendent, 305 Union Street, Wellington, Ohio 44090. Please include: (1) your name, (2) present job or assignment, and (3) the title of the position.

JOB TITLE: Secretary to the Principal

ASSIGNMENT: Westwood Elementary 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

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

WAGES: Per Negotiated Agreement

(August 1, 2019)

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.