



## Secretary in Student Services Office

**STARTING DATE:** 2015 - 2016 School Year

**REPORTS TO:** High School Director

**WORK YEAR:** 12 months

**SALARY RANGE:** Appropriate step on Support Staff Salary Schedule-Commensurate with experience/education

**QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:**

- High School Diploma or GED
- Excellent computer skills with speed and accuracy in Microsoft Word, PowerPoint, Excel, desktop publishing, spreadsheet and data base management with 65 wpm minimum. (Skill test may be required)
- Knowledge/Experience working in PowerSchool is preferred
- Excellent skills in transcription, composition, spelling and punctuation
- Excellent planning, organizational and problem solving skills
- Knowledge of modern office methods and equipment
- Occasional requirement to lift and carry office supplies and materials up to a maximum of 50 pounds
- Ability to work alone or as an effective team member in a common office environment in a large multifaceted organization
- Excellent oral and written communications skills with students/parents/employers/educators
- Ability to multitask and prioritize workload to meet periods of peak demand
- Must be willing to be cross trained in other department as required
- General office duties as needed including answering phones, record keeping, and filing principles/procedures
- Understanding the critical need and ability to maintain confidentiality
- Excellent human relation skills with a demonstrated ability to handle challenging situations in a professional and calm manner
- Documented evidence of a clear criminal record

**RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:**

- Maintain complete and accurate records as required by law, district policy and administrative regulation
- Actively assist in upholding and enforcing school rules, administrative regulation and Board Policy
- Work collaboratively and effectively with Penta Administration, Staff and Member-School Personnel
- Work under the guidelines of Penta's Mission Statement and goals
- Attend district and state professional development events
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout his/her employment in the district
- Assume any other responsibilities as assigned by the Board of Education, Superintendent, Career Technical Director, Supervisor, or their designee(s)

**DEADLINE:** Open until filled

**SUBMIT:** Letter of interest, Penta application and résumé including references

**APPLY TO:** Board of Education Office  
Penta Career Center  
9301 Buck Road  
Perrysburg, OH 43551