

**Classified Personnel  
Job Description**

POSITION TITLE: Secretary - Ashland Middle School

QUALIFICATIONS: Shall have the ability to communicate with the public and staff.  
Shall have working knowledge of office machines.  
Shall be computer literate and have working knowledge of office productivity packages.  
Shall communicate effectively both orally and in writing.  
Shall have a high school diploma or GED.

PHYSICAL REQUIREMENTS: Shall have the ability to sit, light lifting, stoop, any and all body movements as elated to the job description.

RESPONSIBLE TO: Principal

GENERAL DUTIES: Shall provide secretarial assistance to the Principal.  
Shall screen all telephone calls to the principal, handling as many as possible before taking numbers for the principal to return the calls.  
Shall react positively to directives.  
Shall carry out assignments in a timely manner without undue checking.  
Shall adhere to time schedules as set forth.  
Shall have a willingness to cooperate with the principal and staff.  
Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES: Shall be responsible for counting, receiving and banking all money and writing checks for the school activity account.  
Shall keep all financial records of the school activity account and make a monthly report to the Board of Education.  
Shall order instructional supplies, then check the receipt of every item and distribute them to the faculty.  
Shall type and process all correspondence as directed by the principal.  
Shall sort and distribute all incoming mail for the school.  
Shall type and duplicate all forms and bulletins to or used by faculty members.  
Shall serve as the school receptionist, greeting and giving information to school visitors.  
Shall answer questions for students, teachers and parents who come to the principal's office.  
Shall answer the telephone in the absence of the principal or when he/she is in conference.  
Shall schedule appointments and take messages for the principal or any faculty member.  
Shall keep all payroll, substitute records and contact central office personnel for obtaining substitutes  
Shall duplicate a copy of names of students checking in or out during the day.  
Shall perform other duties as assigned by the supervisor.

DAYS OF EMPLOYMENT: 205 days (8 hours per day)

SALARY: Commensurate with Ashland Independent Schools Classified Salary Schedule.

Updated: 7/25/22