

**Classified Personnel
Job Description**

POSITION TITLE: Secretary - Blazer

QUALIFICATIONS: Shall have the ability to communicate with the public and staff.
Shall have working knowledge of office machines.
Shall communicate effectively both orally and in writing.
Shall be computer literate and have working knowledge of office productivity packages.
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 related to the job description.

RESPONSIBLE TO: Principal

GENERAL DUTIES: Shall direct all complaints, requests, etc. to a counselor or assistant principal whenever possible.
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 keep a folder on all matters that need the Principal's attention at the end of the day.
Shall type correspondence (letters, memos, etc.).
Shall accept telephone calls for teachers.
Shall maintain payroll for certified and classified staff.
Shall make purchase orders for all instructional supplies, equipment and service for all of Paul G. Blazer High School as needed.
Shall send transcripts during the summer months.
Shall maintain office files for the Principal
Shall make long distance calls for the Principal and staff.
Shall make teacher handbooks and prepare all materials for teachers at the beginning of the year.
Shall check in all teacher materials at the end of the year.
Shall relay messages to students from parents.
Shall collect and collate materials asked for by Central Office staff.
Shall perform any other duties as assigned by the supervisor.

DAYS OF EMPLOYMENT: 220 days (8 hours per day)

SALARY: Commensurate with Ashland Independent Schools Classified Salary Schedule.

Updated 7/21/15