

ALLEN EAST
LOCAL SCHOOLS



2024-2025 - JOB OPENING

Position: Head Secretary

Qualifications:

All candidates must:

- Have excellent time management, communication and organizational skills

Responsibilities Include But Are Not Limited To:

- **Managing student attendance:** Organizing a manager's calendar, making appointments, and scheduling meetings
- **Handling communications:** Answering and directing phone calls, taking messages, and handling correspondence
- **Preparing documents:** Drafting letters, memos, invoices, reports, and other documents
- **Maintaining records:** Keeping student records
- **Organizing systems:** Developing and maintaining a filing system & managing databases
- **Supporting Visitors:** Greeting visitors, and attending to their needs

Deadline: November 5, 2024

Apply to: Tiffini Flugga, fluggat@alleneastschools.org

Please email a copy of your cover letter, resume, current license, current background check, any professional social media applications/handles used for your current job and a completed Allen East application, found on school website (ae.k12.oh.us).

<https://www.alleneastschools.org/>

10/22/2024