



# Hopewell-Loudon Local School

Matthew P. White, Superintendent  
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May 18, 2026

## **Position Vacancy Announcement**

**Position:** Elementary School Secretary

**Deadline:** Until Filled

**General Description:** An 8 hour per day, 205 day per year position that provides clerical assistance for the efficient and effective operation of the school administrative offices.

**Start Date:** To Be Determined

**Contact:** Alicia Swartzmiller, EMIS/Transportation Coordinator/  
Hopewell-Loudon School  
P.O. Box 400  
Bascom, OH 44809  
Email: [aswartzmiller@hlschool.net](mailto:aswartzmiller@hlschool.net)

### **Additional Information**

Hopewell-Loudon Local School, located in Seneca County between Tiffin and Fostoria, is currently accepting applications for the position of Elementary School Secretary. Previous school experience preferred, but all applicants with a strong clerical background will be considered.

Qualified applicants must email a letter of interest, resumé and references to [aswartzmiller@hlschool.net](mailto:aswartzmiller@hlschool.net). Applications are available on the school website at [H-L Application](#)

**Reports to:** Building Principal

**Employment Status:** Regular/Full-time

**FLSA Status:** Exempt

**Description:** Provide clerical assistance for the efficient and effective operation of the school administrative offices. Assist where appropriate the instructional and support staff as well

181 North County Road 7  
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as students, parents and members of the community

**Essential Functions:**

- Ensure safety of students
- Prepare correspondence and other typing/word processing duties as directed by the Principal
- Provide an accurate accounting for all monies received; deposit within 24 or less
- Prepare homeroom enrollment and various enrollment reports
- Aid in the preparation of attendance and announcement list for staff
- Perform duties of receptionist by answering telephone, recording appropriate messages, sorting/distributing mail and greeting visitors
- Enroll, register, and withdraw students
- Prepare and process release of record requests
- Maintain check in/out register, timed and dated
- Keep a record of all visitors to the building, timed and dated
- Administer medication to students per school board policy and properly record disbursement
- Administer first aid as per board policy
- Contact parents/emergency contacts regarding student injuries/illness
- Assist in the supervision and training of office aides
- Prepare both statistical and routine reports, memoranda, bulletins, etc.
- Operate and coordinate maintenance, repair, and supplies for copy machine and other office equipment
- Process weekly time sheets
- Keep accurate records of staff absences
- Open office at the beginning of each work day, have 2-way radio and TV with video cameras turned on
- Prepare supply, material, and equipment requisitions
- Collect/record student fees and fines; bill students for outstanding fees/fines
- Update student EMIS information, e.g., change of address, phone number, guardian, medical history, etc. and notify appropriate personnel of such changes
- Aid in the scheduling of parent conferences and paperwork
- Monitor students who are in the office
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., custodial papers, all special education information, birth certificates, grades, medications and health restrictions, court documents and papers, and free & reduced lunch information
- Order and distribute departmental and individual classroom supplies, teacher and student handbooks
- Maintain the organization and security of student permanent files/records
- Check out/check in badges and keys for all substitute personnel, and maintain the security of badges and keys
- Exhibit professional behavior, emotional stability, sound judgement and adheres to the Hopewell-Loudon Board policies and Code of Excellence

**Other Duties and Responsibilities:**

- Interact in a positive manner with staff, students and parents
- Promote good public relations by professional personal appearance, attitude and conversation
- Obtain substitutes teachers when needed
- Attend meetings and in-services as required by the building principal
- Setting and maintaining the master/student schedules
- Issue appropriate passes to students
- Maintaining and posting grade cards
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Help instill in students the belief in and practice of ethical principles and democratic values
- Must complete mandatory Public School Works training annually
- Perform other duties as assigned by the Principal or Superintendent
- Remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment with the District

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**Qualifications:**

- High school diploma
- Associate's degree preferred
- Less than one year related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to generate correspondence independently
- Excellent computer skills
- Ability to utilize appropriate computer software
- EMIS knowledge
- First-aid training
- Knowledge of medication disbursement
- DASL student information system
- Google Suites

**Equipment Operated:**

- Copy machine
- Calculator
- Computer/printer
- Fax machine
- Telephone
- Postage machine
- Laminator

**Additional Working Conditions:**

- Exposure to blood, bodily fluids, and tissue
- Requirement to travel
- Requirement to work overtime as approved by the building principal and superintendent
- Interactions among unruly children
- Repetitive hand motion, e.g., computer keyboard, typing
- Interruption of duties by students, visitors, staff and/or telephone