

**Certified**

4-13-2026



**MASSILLON CITY SCHOOLS  
EXTERNAL JOB POSTING**

“We are an Equal Opportunity Employer”

Position: Middle School Secretary  
Classification: Classified  
Building: Massillon Intermediate School / Massillon Junior High School  
Time Schedule: 10 months (7:00 am – 3:30 pm)  
Salary Rate: \$19.17 / HR  
Reports to: Building Principal/Designee

**JOB DESCRIPTION**

**ESSENTIAL FUNCTIONS**

- Ensure safety of students
- Operate and maintain all office equipment, including copiers, fax machine, computers, phone
- Attend meetings, in-services, & training sessions as needed
- Handle routine correspondence independently
- Input information into and retrieve from computer
- Make contact with public with tact and diplomacy
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Maintain respect at all times for confidential information, ie: custodial papers, IEP's, MFE's, birth certificates, grades, medications and health restrictions, court documents and papers
- Assist unit principal/building principal/designee and guidance counselor as necessary

**SPECIFIC DUTIES**

- Assist in supervision and training of office aides and student assistants
- Issue appropriate passes to students in absence of school nurse. Contact parents/emergency contacts for ill or injured students, administer first aid when necessary
- Registrations & withdrawals
- Answer phone & greet visitors & direct calls & assist visitors accordingly
- Distribute, collect and maintain forms for students, ie: Emergency Medical, Free & Reduced Lunch (if non-CEP), Internet Agreement, Parent Information Flipcharts, Student Handbook & Handbook Statements, Parent Broadcast Fee, School Bus Conduct Rules, School Supply List, School Calendar, Physical Education Uniform Order



MASSILLON CITY SCHOOL DISTRICT

**EDUCATING FOR EXCELLENCE**

330.930.3900

Superintendent Paul J. Salvino  
Assistant Superintendent Mark Fortner  
Treasurer Ryker Locke

MassillonSchools.   
930 17th Street N.E.  
Massillon, OH



## QUALIFICATIONS

- Must be able to type 45 wpm at 95% accuracy rate
- Must have high school diploma or General Education Diploma (GED) – proof required
- Experience with Microsoft Office – Excel, Word, and PowerPoint or
- Experience in Google Sheets, Documents, and Slides
- Software Programs – Various
- Successfully completion of a background check

## 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
- Ability to generate correspondence independently
- Ability to multitask your workload and have good organizational skills
- Ability to operate office equipment, ie: copy machine, fax machine, phones
- Excellent computer skills
- Ability to utilize appropriate computer software

## EQUIPMENT OPERATED

- Telephone and Voicemail
- Computer/printer
- Copy machine
- Laminator
- Postage Machine
- Public Address System
- Calculator
- Paper Shredder
- Fax machine
- Hand held radio
- Other equipment as needed

## ADDITIONAL WORKING CONDITIONS

- Exposure to blood, bodily fluids, tissues and contagious diseases
- Interactions among unruly children
- Repetitive hand motion, ie: computer keyboard, typing
- Interruption of duties by students, visitors, staff and/or telephone
- Exposure to loud noises
- Possible requirement to work overtime
- Possible requirement to travel



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- Notify teachers of homework requests for absent students & home instruction students
- Prepare correspondence and other typing duties as may be directed by the unit principal/building principal and/or guidance counselor
- Enter eSchoolPlus discipline entry in computer, enter discipline into the appropriate software program, make copies, mail and filing of disciplinary paperwork
- Prepare discipline hearing packets as requested by unit principal/building principal
- Prepare & send School Inquires on students from DJFS or school verifications as requested by a parent
- Make announcements as needed on phone system and maintain master file for Parent Broadcast System
- Call for substitute lunch monitors & notify unit principal of staff absences
- Input free/reduced lunch application data into FORMAT program to be processed by the districts' Food Services Department (for non-CEP years only)
- Run & print various reports from eSchoolPlus ie: Perfect attendance, student census, homeroom class lists
- Assist with distribution of mid-terms, report cards and mailings as needed
- Assist court probation officers with obtaining students' records & visits
- Locate students for visitors, principals, teachers missing students. Assist with deliveries to students and staff throughout the day
- Maintain current information in student cumulative files ie: address/phone changes, custody changes, testing labels, school pictures, end of year grades
- Send reminder letters for student fines at end of school year, collection of money and processing receipts for these fines
- Assist with moving student cumulative files, MFE's, and guidance/discipline files to appropriate grade unit offices at end of year
- Attendance duties for students (description below):
- Write early dismissal passes for students' with notes brought in morning or called in by guardians throughout the day
- Run tracking report to ensure all teachers' attendance is entered daily
- Verify all students are in ISC that are assigned to be there & locate students to be sent to ISC
- Prepare daily student attendance report with any changes, ie: tardies, Alternative School, Juvenile, Home Instruction , Suspensions & distribute to the staff
- Use phone logs from call-off line to mark excused absences
- Prepare & send a Parent Broadcast call for all unexcused absence students
- Calculate percentage of students' present daily & give monthly report to Principal
- Update daily attendance at the end of the day to reflect early dismissals, additional sign ins/outs & discipline additions
- Prepare & mail reminder notification cards for all unexcused absences daily
- Record & file medically excused absence notes for the district truant officer
- Run excessive absences reports and excessive tardy reports periodically and refer to unit principal and district truant officer
- Organize ADM attendance information twice yearly for state verification purposes
- Perform other duties as assigned by the Assistant Superintendent, Building Principal/Designee

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Updated 03/17/2026