

Certified

4-13-2024

MASSILLON CITY SCHOOLS
EXTERNAL JOB POSTING



“We are an Equal Opportunity Employer”

Position: Secretary to Assistant Principal
Classification: Classified
Building: Massillon Washington High School
Time Schedule: 12 months (6:30 am – 3:00 pm)
Salary Rate: \$19.17 / HR
Reports to: Building Principal/Designee

JOB DESCRIPTION

ESSENTIAL FUNCTIONS

- Ensure safety of all students
- Maintain guest/staff sign in/out sheet
- Open main office at the beginning of each workday
- Check in substitute teachers/staff; maintain substitute sign-in sheets and timesheets for treasurer’s office
- Instruct new employees and office aides in office procedures and duties
- Supervise and train main office student aides
- Operate & assist with supervision of maintenance, repair and supplies for copy machines, postage machine, fax machine, computers and other office equipment
- Perform duties of receptionist by answering telephones, taking messages, greeting visitors, and overseeing the operations of the main office
- Answer the main office door during summer months
- Cover other office secretaries during lunch or absence when necessary
- Assist in the maintenance of the uniform filing system for all information and other pertinent data
- Sort and process incoming and outgoing mail; process all deliveries.
- Collect students’ fees/fines, issue receipts; issue reminders at the end of school year
- Process student work permits
- Perform clerical duties and other various tasks as requested by the Principal/Assistant Principal(s)/Designee
- Prepare correspondence and other typing duties as may be directed by the Assistant Principal to include letters, newsletters to parents, student handbooks, staff handbooks, requisitions, work orders, school programs, office forms, monthly calendars, staff directories, verification letters



MASSILLON CITY SCHOOL DISTRICT

EDUCATING FOR EXCELLENCE

330.830.3900



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

MassillonSchools.



930 17th Street N.E.
Massillon, OH



- Enter discipline information in computer and copy, mail and file disciplinary paperwork
- Prepare transcripts and employment verifications for former students
- Handle routine correspondence independently
- Input information into and retrieve from computer
- Assist with orientations, staff meetings and recognition of student award ceremonies.
- Make contact with public with tact and diplomacy
- Promote good public relations by personal appearance, attitude and conversation
- Enter technology work orders as needed
- Any other duties assigned by the Principal/Asst. Principal/Athletic Director/Designee

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

- Maintain respect at all times for confidential records relating to students and staff. These include but are not limited to: Confidential records, custodial papers, IEP's, birth certificates, grades, medications, health records, court documents, papers, and written communication
- Work in a collaborative manner with other office personnel, students, staff and administrators
- Interact in a positive and professional manner with staff, students, and parents
- Promote good public relations by personal appearance, attitude and conversation
- Train, supervise and evaluate student worker performance
- Ability to operate all office equipment
- Operate office equipment
- Work in Microsoft Office
- Ability to email and open electronic attachments
- Attend meetings, in-services, & training sessions as needed
- Communicate ideas effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Handle multiple tasks in a timely and simultaneous manner
- Knowledge of Washington High School and Massillon City School's policies and guidelines

EQUIPMENT OPERATED

- Fax machine
- Computer/printer
- Calculator
- Copier
- Laminator
- Postage machine
- Telephone and Voicemail



- Paper Shredder
- Two-way radio

ADDITIONAL WORKING CONDITIONS

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

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 3/17/26



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