

VALLEY LOCAL SCHOOL DISTRICT
Lucasville, Ohio

POSTING

TO: ALL CERTIFIED STAFF AND ADMINISTRATIONS
FROM: Scott Rolfe, Superintendent
DATE: January 15, 2021
RE: Central Office Secretary (208 days/ 5.5 hours a day)

POSTING DATE: January 15, 2021

POSTING PERIOD: January 15, 2021 through January 22, 2021

RESUME LOCATION Central Office **Email**
Attn: Scott Rolfe **or** scott.rolfe@valleyls.org
1821 State Route 728
Lucasville, Ohio 45648

POSITION: Central Office Secretary (208 days/ 5.5 hours a day)

REQUIREMENTS AND QUALIFICATION:

1. High School Diploma (Bachelor's Degree/Associates Degree preferred or equivalent experience)
2. Prior experience (Office Management or Administrative Assistant or related work) is preferable
3. Demonstrate knowledge of and proficiency with:
 - Must be computer literate with working knowledge of Internet, Microsoft Word, Excel, Publisher and or Microsoft Office.
 - Ability to demonstrate a high level of interpersonal skills to handle sensitive and confidential situations
 - Ability to work as a member of the team and be able to handle multiple tasks simultaneously
 - Ability to speak effectively and professionally to staff, students, visitors, and members of the public
4. Adhere to:
 - Valley Local School Board of Education Policy/Regulations
 - Valley Local Job Description
 - Valley Local Administrative Regulations
 - Ohio Department of Education Regulations
 - Ohio Revised Code- Ethics Law
 - Salary Per District Salary Schedules

ADDITIONAL INFORMATION:

- The Board of Education reserves the right to determine whether or not to fill the vacancy.
- Interviews may be conducted by the administration.
- The following items are required for consideration
 1. Copy College transcripts if applicable
 2. 3 Current Letters of Professional Reference
 3. Detailed resume and any other information pertinent to job vacancy.