

## Employment Application

Openings as of 3/27/2023

### *School Secretary*

JobID: 9152

**Position Type:**

Secretarial/Clerical/Secretary



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**Date Posted:**

3/27/2023

**Location:**

Metro Early College High School

**Date Available:**

04/10/2023

**Closing Date:**

04/05/2023

**Description:**

Works collaboratively with the administrative team to manage visitors, phone calls, student and parental needs at the front desk.

**Minimum Qualifications:**

- High school diploma or equivalent
- Demonstrate a high degree of proficiency in advanced office procedures, equipment, and computer skills
- Ability to handle simultaneous assignments, work independently, exercise good judgment and be detail oriented
- Maintain confidentiality at all times
- Have excellent interpersonal skills and the ability to establish and maintain cooperative working relationships
- Must be sensitive to diversity within the community
- Ability to communicate ideas clearly and effectively both orally and in writing

**Responsibilities and Essential Functions:**

- Exuding a friendly disposition and a welcoming and inclusive atmosphere for the school
- Answer and direct incoming telephone calls and provide assistance to parents, staff and the community
- Follows school protocols for admitting visitors to the building
- Receive and distribute interoffice, US and electronic mail
- Inventory, check-in and distribute supplies and materials to staff
- Collect and maintain accurate school records for all students
- Serve as a clerk for all fees, fines and student activity accounts
- Assists with daily attendance
- Support school staff with student recruitment and school lottery selection needs: including scheduling student shadowing experiences, parent interviews, etc.
- Help with coordination, execution and maintenance of all meals for students, including breakfast and lunch
- Performs other duties as assigned by the Principal

**Salary:**

Commensurate with experience

**Reports To:**

Mari Burgett, Communications Secretary, Metro Early College High School

**Application Procedure:**

Please send an email with resume, cover letter and application materials to [employment@themetroschool.org](mailto:employment@themetroschool.org)

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Postings current as of 3/27/2023 3:18:11 PM CST.

If you want to apply for positions that are not listed as open, please establish a pre-employment file by completing the online application. To complete the online application, use the 'Start an application for employment' link available on this site. Thank you for your interest. Our employment opportunities consortium consists of the following districts and agency: Big Walnut Local Schools, Canal Winchester Local Schools, Delaware Area Career Center, Delaware City School District, the Educational Service Center of Central Ohio and Whitehall City Schools.

FMLA regulations require all employers to post the [updated FMLA notice](#).