High School Secretary  
Yellow Springs HS/McKinney School

November 18, 2021

I. **General Description:** Provide secretarial support to Yellow Springs High School/McKinney Middle School administration and staff.

II. **Reports to:** Building Principal

III. **Qualifications:**
1. High School Graduate.
2. Knowledge of EMIS/DASL/Progress Book
3. Office experience.
4. Strong typing and computer skills in word processing and spreadsheet.
5. Strong interpersonal and communication skills.
6. Strong organizational skills.
7. Ability to handle multiple tasks.
8. Experience in a team setting.

IV. **Duties & Responsibilities:**
1. Maintain student attendance records and notes from parents.
2. Call parents of absent students.
3. Receptionist for High School and McKinney School office: answering telephones, interacting with staff, students, and community.
4. Provide secretarial and filing assistance to principal and 11-month secretary.
5. Provide secretarial support to guidance staff.
6. EMIS/DASL data input.
7. Process mail as directed.
8. Provide minor first aid and make appropriate emergency calls.
9. Other duties as directed.

V. **Terms of Employment:** 10 months, 7 hours per day

VI. **Classification/Salary:** V/ Salary range begins at $16.28 per hour

**Apply online at:** https://www.applitrack.com/dayton/onlineapp/

**Application Deadline:** December 10, 2021  
**Start Date:** January 18, 2022

The Board reserves all legal rights relating to vacancies, including the right to fill by voluntary/involuntary transfer or newly-hired personnel, in accordance with negotiated procedures, and the right not to fill a posted vacancy.

Employment opportunities are offered without regard to age, race, color, religion, ancestry, national origin, citizenship status, gender, handicap, or status as a Vietnam era or special disabled veteran. Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the Yellow Springs Board of Education at the above address.