



VACANCY NOTICE

In accordance with Act 2018-260, Hartselle City Schools posts a notice of vacancy for each vacant personnel position. The notice shall be posted in a conspicuous place at the Central Office for at least 7 calendar days for all non-supervisory positions before the position is to be filled. All vacancies involving jobs which are supervisory, managerial, or otherwise newly created positions shall nevertheless require posting notices of at least fourteen calendar days. The notice shall include, but not necessarily be limited to, all of the following:

1. Job description and title
2. Required qualifications
3. Salary schedule and amount
4. Information on where to submit an application
5. Information on any deadlines for applying

The posting of a vacancy notice as required in this policy shall not be abridged or delayed except in dire emergency circumstances and then delayed only temporarily in order to reasonably meet the conditions of the emergency.

SCHOOL SECRETARY VACANCY

School Secretary

School/worksite: To be determined

Specific Information:

Posting Period: May 13, 2025 through May 19, 2025

Interested applicants may apply through the ALSDE HireTrue website:

<https://hiretrue-prod.com/hiretrue/ce3/job-board/e64590f9-2bf7-449a-83a5-2e87b4bbf99?subdivision=Hartselle%20City>

Deadline for accepting applications: May 19, 2025, or until filled

JOB DESCRIPTION

TITLE: School Secretary

QUALIFICATIONS:

1. High School Graduate
2. Some knowledge of alphabetical filing system
3. Working knowledge of spelling and business English
4. Ability to follow oral and written instructions
5. Some knowledge of routine office procedures
6. Ability to type at a corrected rate of 40 words per minute

7. Knowledge of computers and word processing – Google and PowerSchool preferred
8. Such alternatives or additional qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal

CONTRACT: 9, 10, or 12 Months

FLSA: Non-Exempt

JOB GOAL: Under general supervision, performs routine clerical and typing duties following well established methods and procedures.

PERFORMANCE RESPONSIBILITIES:

1. Regular and punctual attendance required.
2. Make efficient use of time and resources available.
3. Answer phone, take messages and screen/direct calls to the appropriate staff member
4. Set an invitational tone of the school through presence and tone.
5. Use language correctly and effectively.
6. Serve as receptionist by screening calls, taking messages, scheduling appointments and assisting students and parents.
7. Welcome visitors, and maintain a log of visitors for the school as assigned.
8. Answer student questions and assist students with needs before, during, and after school.
9. Maintain confidentiality as required and appropriate.
10. Organize school mailings/communications for delivery to students, parents, and staff.
11. Assist with projects including fund raising as assigned.
12. Perform clerical duties such as filing, receiving, and distributing mail.
13. Operate office machines in performing clerical and typing duties.
14. Type routine correspondence, forms, reports, etc.
15. Update, publish, and distribute school handbooks and other materials as assigned.
16. Arrange appointments for supervisors.
17. Assist and substitute for the bookkeeper as needed.
18. Assist with the activities of parent volunteers.
19. Assist with student attendance: check in/out and Early Warning Program.
20. Assist in the registration of all incoming students by checking for required documentation, requesting records from other schools and maintaining records in cumulative folders.
21. Assist in the withdrawal of students by preparing required withdrawal forms, making copies of necessary documentation from the cumulative folder required for registration in another school, and updating the cumulative folder with pertinent information before filing in the withdrawal files.
22. Update student information regarding registration and withdrawal of students including student demographic information.
23. Assist with the preparation of student class schedules.
24. Maintain all general files for the school.

25. Follow Board and local school policies and procedures.
26. Maintain proper and professional relationships with students and other employees.
27. Perform duties in a manner that promotes good public relations.
28. Assist with the preparation of academic programs.
29. Perform related duties as required.

EVALUATION:

Job performance of non-probationary personnel will be evaluated by the immediate supervisor based on Board Policy. Probationary employees will be evaluated at least annually.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Hartselle City Board of Education reserves the right to amend the job description as needed. The terms of employment shall be in accordance with the provisions of the ***Hartselle City Board of Education Policy Manual***, the ***Students First Act*** and the ***Hartselle City Board of Education Salary Schedule***.

Non-Discrimination Policy

It is the policy of the Hartselle City Board of Education that no person shall be denied employment, be excluded from participation in, be denied the benefits of, or subject to discrimination in any program or activity on the basis of sex, race, religion, handicap, national origin, age, or ethnic background.

SALARY SCHEDULE

SECRETARY		SECRETARY		SECRETARY	
LOCAL SCHOOL		LOCAL SCHOOL		LOCAL SCHOOL	
187 DAYS		202 DAYS		12 MONTHS	
SCHEDULE G		SCHEDULE G		SCHEDULE G	
RANK:	9	RANK:	10	RANK:	12
STEP		STEP		STEP	
0	21,458	0	23,180	0	27,540
1	21,780	1	23,527	1	27,953
2	22,107	2	23,880	2	28,372
3	22,438	3	24,238	3	28,798
4	23,448	4	25,329	4	30,094
5	24,152	5	26,089	5	30,997
6	24,514	6	26,480	6	31,462
7	25,004	7	27,010	7	32,091
8	25,379	8	27,415	8	32,572
9	25,887	9	27,963	9	33,224
10	26,405	10	28,523	10	33,888
11	26,669	11	28,808	11	34,227
12	26,935	12	29,096	12	34,569
13	27,205	13	29,387	13	34,915
14	27,477	14	29,681	14	35,264
15	27,751	15	29,977	15	35,617
16	28,029	16	30,277	16	35,973
17	28,309	17	30,580	17	36,333
18	28,592	18	30,886	18	36,696
19	28,878	19	31,195	19	37,063
20	29,167	20	31,507	20	37,434
21	29,459	21	31,822	21	37,808
22	29,753	22	32,140	22	38,186
23	30,051	23	32,461	23	38,568
24	30,351	24	32,786	24	38,954
25	30,655	25	33,114	25	39,343
26	30,961	26	33,445	26	39,737
27	31,271	27	33,779	27	40,134
28	31,584	28	34,117	28	40,535
29	31,900	29	34,458	29	40,941
30+	32,219	30+	34,803	30+	41,350