



## 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.

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### School Secretary

#### 1 – School Secretary

School/worksite: To Be Determined

Specific Info/Comments: 10 Month Employee

Posting Period: March 22, 2021 – March 28, 2021

Reports to: Principal

Interested applicants may contact: Teach in Alabama website - <https://alsde.edu/teachinalabama>

Deadline for accepting applications: March 28, 2021, or until filled

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### 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 iNow Preferred
8. Such alternatives or additional qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal

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 relationship 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.

**Local School  
Secretary  
Schedule G  
10 Months - 202  
Days**

**Rank: 10**

<b>Step</b>	
<b>0</b>	18,687
<b>1</b>	19,701
<b>2</b>	20,392
<b>3</b>	20,916
<b>4</b>	21,922
<b>5</b>	22,510
<b>6</b>	22,985
<b>7</b>	23,483
<b>8</b>	23,819
<b>9</b>	24,222
<b>10</b>	24,667
<b>11</b>	24,667
<b>12</b>	24,667
<b>13</b>	24,667
<b>14</b>	24,667
<b>15</b>	25,878
<b>16</b>	25,878
<b>17</b>	25,878
<b>18</b>	25,878
<b>19</b>	25,878
<b>20</b>	26,663
<b>21</b>	26,663
<b>22</b>	26,663
<b>23</b>	26,663
<b>24</b>	26,663
<b>25</b>	26,918
<b>26</b>	26,918
<b>27</b>	26,918
<b>28</b>	26,918
<b>29</b>	26,918
<b>30+</b>	27,178