



Please Post

POSITION ANNOUNCEMENT

June 2, 2022

The Homewood City Board of Education is currently seeking applicants for:

Secretary – Secondary (12 months)

Qualified applicants should have a minimum of a high school diploma and responsible experience in general office procedures. The position requires computer knowledge, the ability to adapt, a willingness to learn, and a positive attitude. The secretary will report to the principal and work within the framework of the Homewood Board of Education and the local school.

Salary will be based on experience and qualifications.

Applications may be [submitted here](#).

Internal applicants should only submit an email of interest and a current resume to Dr. Kevin Maddox.

It is the policy of the Board that no person in this district shall, on the basis of race, sex, religion, belief, national origin, age, disability, ethnicity, sexual orientation, gender identity, and/or any personal characteristic(s), or an affiliation with the Boy Scouts of America, be denied the benefits of, or be subject to discrimination in any education program or activity. This includes employment, retention, and promotion.

HOMEWOOD CITY SCHOOLS
Role Description

POSITION TITLE: School Secretary – 12 months

QUALIFICATIONS: High school diploma or equivalent

Word processing/computer experience with knowledge of
MicroSoft Office, Excel, and PowerSchool

Ability to communicate, interact, and work effectively and
cooperatively with people

Good organizational skills

Three years successful experience as secretary preferred

JOB SUMMARY: Secretarial duties as assigned by the principal

REPORTS TO: Principal

ESSENTIAL DUTIES AND RESPONSIBILITIES (include but not limited to):

- Compose, prepare, and edit confidential correspondence and complex reports, applying basic grammatical rules, as requested by Principal
- Meet short deadlines, work under pressure, and shift suddenly to new tasks when priorities change
- Generate reports as needed
- Answer telecommunication system for the purpose of transferring calls, responding to inquiries and/or taking messages
- Maintain accurate and appropriate files
- Process documents and materials for the purpose of disseminating information to appropriate parties
- Respond to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required
- Promote public relations and deal tactfully and diplomatically with people
- Maintain confidentiality of all school related business
- Perform other duties as assigned by the principal

It is the policy of the Board that no person in this district shall, on the basis of race, sex, religion, belief, national origin, age, disability, ethnicity, sexual orientation, gender identity, and/or any personal characteristic(s), or an affiliation with the Boy Scouts of America, be denied the benefits of, or be subject to discrimination in any education program or activity. This includes employment, retention, and promotion.