

## PIQUA CITY SCHOOL DISTRICT

### Job Descriptions

#### 200 ADMINISTRATIVE SUPPORT

201	Assistant Treasurer
202	Budgetary Clerk
203	Copy Center Operator
204	Financial/Asset Inventory Clerk
205	Payroll/Benefits Clerk
206	Receptionist
207	Secretary – Assistant Superintendent/Business Coordinator
208	Secretary – Athletic Department
209	Secretary – Attendance
210	Secretary – Curriculum and Instruction (K-12)
211	Secretary – Director of Information Systems
212	Secretary – Elementary School
-	Secretary – Food Service <i>SEE: File 806</i>
213	Secretary – H.S. Guidance
214	Secretary – Jr. H. Guidance
215	Secretary – H.S.
216	Secretary – H.S. Student Activity Services
217	Secretary – Jr. H. Principal's
218	Secretary – Purchasing/Warehousing
219	Secretary – School Psychologist's
220	Secretary – Superintendent's
221	Technology Coordinator
222	Technology Network System Facilitator

**PIQUA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **ASSISTANT TREASURER**

**File 201**

**Reports to:** Treasurer

**Job Objectives:** Assists the treasurer with the accountability and timely payment of authorized financial obligations.

**Minimum Qualifications:**

- Associate degree or higher with training in accounting is desirable. A satisfactory pre-employment skill test score.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Proficient in office protocol and the use of business equipment.
- Proficiency in automated financial data processing systems.
- Proficient in the use of word-processing, spreadsheets, and database software applications.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Bookkeeping skills and the ability to compute mathematical data accurately.
- Multitasking ability and strong interpersonal skills.
- Experience with governmental fiscal operating procedures.
- Meets all prerequisite qualifications to be bonded.

**Responsibilities and Essential Functions:**

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs administrative support functions necessary to maintain the daily operations of the treasurer's office. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.
- Becomes familiar with the treasurer's office operations/duties, board of education policies/negotiated agreements, and the state required Uniform School Accounting System (USAS).
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Attends board of education meetings and takes minutes as directed.
- Serves as a liaison to staff, vendors, and the public. Addresses issues that arise during the absence of the treasurer within the limits prescribed by law. Refers inquiries requiring policy interpretation to administrative staff.
- Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Serves as back-up relief for answering the telephone. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.
- Maintains an office calendar. Schedules appointments as directed.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Processes and distributes incoming, outgoing, interoffice mail and faxes.
- Assists with changes to wage and benefit records as directed. Verifies that employees are placed on the correct salary schedule.
- Assists with the input and verification of educational management information maintained in the computerized database (e.g., EMIS, etc.).
- Verifies employment for authorized inquiries during the absence of the payroll clerk (e.g., loan applications, etc.).
- Uses the computerized accounting system to prepare complete and systematic financial records. Works cooperatively with auditors.
- Maintains investment earnings, building fund, and student activity account records.
- Maintains a daily posting of investment transactions and depository account balances.

- Processes accounts receivable. Prepares and makes bank deposits as directed.
- Prepares data for financial forecasting.
- Works with the accounting firm and/or auditors to compile information for GAAP and/or CAFR reports.
- Prepares annual financial reports following generally accepted accounting principles.
- Prepares monthly cash reconciliation.
- Reconciles bank statements monthly. Files checks in numerical order.
- Balances ledgers monthly (i.e., cash, receipts, and expenditures).
- Analyzes monthly account statements. Prepares recaps as directed.
- Reviews staff mileage forms. Prepares and disburses reimbursement checks.
- Assists with the preparation of comparative data (e.g., quality, new products, warranties, discounts, availability for delivery, etc.).
- Helps prepare and distribute bid packages as directed (e.g., public notices, specifications, proposal forms, etc.).
- Prepares approved invoices for payment. Maintains a completed payment file.
- Maintains paperwork on district leases (e.g., copiers, phone system, utilities, etc.).
- Verifies deliveries. Investigates discrepancies. Reviews expenditures.
- Provides information for special education reimbursement reports.
- Assists with the preparation of the annual financial report.
- Works with the treasurer to periodically discard archived records following the records retention and disposal schedule adopted by the board.
- Takes precautions to ensure staff/student safety. Watches for staff/student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Provides assistance to other departments as directed.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory  
Responsibility:**

Under the direction of the treasurer: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.

- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

**PIQUA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **BUDGETARY CLERK**

**File 202**

**Reports to:** Treasurer

**Job Objectives:** Assists the treasurer with the timely payment of authorized financial obligations and preparation of accurate financial reports.

**Minimum Qualifications:**

- High school diploma and a satisfactory pre-employment skill test score.
- Post-secondary training in accounting is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Proficient in office protocol and the use of business equipment.
- Proficient in the use of word-processing, spreadsheets, and database software applications.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Bookkeeping skills and the ability to compute mathematical data accurately.
- Multitasking ability and strong interpersonal skills.
- Meets all prerequisite qualifications to be bonded.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs clerical duties. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.
- Becomes familiar with the state required Uniform School Accounting System (USAS).
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Serves as a liaison to staff, vendors, and the public. Refers inquiries requiring policy interpretation to administrative staff.
- Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Answers the telephone. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Helps process incoming, outgoing, interoffice mail and faxes.
- Inputs and verifies the accuracy of educational management information maintained in the computerized database (e.g., EMIS, etc.). Prepares reports.
- Uses the computerized accounting system to prepare complete and systematic financial records. Works cooperatively with auditors.
- Prepares and maintains Worker's Compensation files.
- Prepares and updates building budget and fee spreadsheets.
- Inputs and verifies the accuracy of estimated resources and appropriations. Prints documents for filing.
- Maintains fund records including building and student activity accounts.
- Maintains a daily posting of receipts, expenditures, and investment transactions.
- Prepares data for financial forecasting.
- Prepares annual financial reports following generally accepted accounting principles (GAAP).
- Reconciles bank statements as directed. Files checks in numerical order.
- Balances ledgers monthly (i.e., cash, receipts, and expenditures).
- Analyzes monthly account statements. Prepares recaps as directed.
- Reviews staff mileage forms. Prepares and disburses reimbursement checks.
- Maintains a vendor tax identification file. Prepares 1099 forms.

- Verifies deliveries. Investigates discrepancies. Processes approved invoices for payment. Posts expenditures. Maintains a completed payment file.
- Prepares reports for special education reimbursement.
- Works with the treasurer to periodically discard archived records following the records retention and disposal schedule adopted by the board.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Cross-trains with other office staff. Offers assistance when needed.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

**PIQUA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **COPY CENTER OPERATOR**

**File 203**

**Reports to:** Business Coordinator

**Job Objectives:** Processes requests for imaging services. Prepares and operates printing equipment.

**Minimum Qualifications:**

- High school diploma and a satisfactory pre-employment skill test score.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Proficient in the use of imaging/printing equipment. Ability to physically manage copying/duplicating equipment and supplies.
- Basic computer skills is preferred.
- Multitasking ability, customer-service focus, and the ability to give careful attention to detail.
- Proficient in spelling, proofreading, and the correct use of grammar.

**Responsibilities and Essential Functions:**

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs all functions necessary to maintain effective document imaging services. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Monitors inventories (including paper) and reorders supplies to maintain reliable service levels.
- Keeps work materials properly stored. Complies with safety regulations and environmental laws.
- Processes job orders. Monitors the operation of the copying equipment. Checks for copying defects.
- Plans and carefully uses supplies to control costs and reduce waste.
- Notifies delivery personnel about completed materials ready for delivery.
- Records completed job information (e.g., order number, date, quantity, etc.).
- Replaces toner. Places calls for maintenance and repair services as needed.
- Takes precautions to ensure staff/student safety. Watches for staff/student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Provides assistance to other departments as directed.
- Keeps current and shares knowledge about advances in equipment technology.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities Required:** The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.

- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

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**PIQUA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **FINANCIAL/ASSET INVENTORY CLERK**

**File 204**

**Reports to:** Treasurer

**Job Objectives:** Assists the treasurer with the collection of receivables and the management of the district's non-consumable fixed asset records.

**Minimum Qualifications:**

- High school diploma and a satisfactory pre-employment skill test score.
- Post-secondary training in accounting is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Proficient in office protocol and the use of business equipment.
- Proficient in the use of word-processing, spreadsheets, and database software applications.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Bookkeeping skills and the ability to compute mathematical data accurately.
- Multitasking ability and strong interpersonal skills.
- Meets all prerequisite qualifications to be bonded.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs clerical duties. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.
- Becomes familiar with the state required Uniform School Accounting System (USAS).
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Serves as a liaison to staff, vendors, and the public. Refers inquiries requiring policy interpretation to administrative staff.
- Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Answers the telephone. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Helps process incoming, outgoing, interoffice mail and faxes.
- Processes accounts receivable. Prepares accounts receivable invoices. Records payments.
- Prepares and makes bank deposits.
- Prepares data for financial forecasting.
- Prepares annual financial reports following generally accepted accounting principles (GAAP).
- Prepares purchase orders from approved requisitions. Encumbers the proper account. Maintains procurement information (e.g., transmittal letters, contracts, confirmations, warrants, negotiated price agreements, delivery dates, etc.).
- Prepares building rental invoices. Records payments.
- Maintains non-consumable fixed asset records. Maintains an inventory of durable identification labels. Tags fixed assets. Updates the inventory list. Updates depreciation schedules. Deletes fixed assets from the inventory after board approval. Prepares an end-of-year inventory report.
- Works with the treasurer to periodically discard archived records following the records retention and disposal schedule adopted by the board.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.

- Reports evidence of suspected child abuse as required by law.
- Cross-trains with other office staff. Offers assistance when needed.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

**PIQUA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** PAYROLL/BENEFITS CLERK

**File 205**

**Reports to:** Treasurer

**Job Objectives:** Assists the treasurer with the timely processing of employee wages, payroll taxes, and benefits.

**Minimum Qualifications:**

- High school diploma and a satisfactory pre-employment skill test score.
- Post-secondary training in accounting is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Proficient in office protocol and the use of business equipment.
- Proficient in the use of word-processing, spreadsheets, and database software applications.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Bookkeeping skills and the ability to compute mathematical data accurately.
- Multitasking ability and strong interpersonal skills.
- Meets all prerequisite qualifications to be bonded.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs clerical duties. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.
- Becomes familiar with the state required Uniform School Accounting System (USAS).
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Serves as a liaison to staff, vendors, and the public. Addresses issues that arise during the absence of the treasurer within the limits prescribed by law. Refers inquiries requiring policy interpretation to administrative staff.
- Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Answers the telephone. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Helps process incoming, outgoing, interoffice mail and faxes.
- Maintains bond and coupon account register monthly.
- Becomes familiar with negotiated agreements and board policies that impact payroll.
- Maintains wage and benefit records. Prepares wage change notices as directed. Verifies that employees are placed on the correct salary schedule.
- Maintains authorization forms for payroll deduction (e.g., tax withholdings, insurance payments, retirement contributions, etc.).
- Becomes familiar with tax sheltered annuity regulations. Processes payroll deductions and forwards payments to companies.
- Maintains medical, personal/family leave, and vacation records.
- Processes the payroll. Verifies time sheets. Calculates gross wages. Reconciles payroll records each pay period. Reconciles payroll bank statements monthly.
- Distributes paychecks or direct deposit confirmations forms as directed.
- Maintains payroll records for all monthly, quarterly, and annual reports. Verifies the timely payment of payroll taxes and the completion of all required reports.
- Prepares employee W-2 forms.
- Inputs and verifies the accuracy of educational management information maintained in the computerized database (e.g., EMIS, etc.). Prepares reports.
- Prepares Ohio Bureau of Employment Services reports.

- Prepares unemployment compensation files.
- Prepares School Employees Retirement System and State Teachers Retirement System reports. Processes forms for retirement or end of employment.
- Maintains employee health insurance files. Maintains a supply of insurance pamphlets and claim forms. Processes enrollment forms. Maintains COBRA files.
- Verifies employment for authorized inquiries (e.g., loan applications, etc.).
- Uses the computerized accounting system to prepare complete and systematic financial records. Works cooperatively with auditors.
- Prepares data for financial forecasting.
- Provides information for the preparation of annual financial reports that comply with generally accepted accounting principles (GAAP).
- Works with the treasurer to periodically discard archived records following the records retention and disposal schedule adopted by the board.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Cross-trains with other office staff. Offers assistance when needed.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

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**PIQUA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **RECEPTIONIST**

**File 206**

**Reports to:** Business Coordinator

**Job Objectives:** Performs receptionist and clerical duties. Operates the telephone system.

**Minimum Qualifications:**

- High school diploma and a satisfactory pre-employment skill test score.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Congenial telephone etiquette and experience operating a multi-line system.
- Proficient in office protocol and the use of business equipment.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Multitasking ability and strong interpersonal skills.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs clerical duties. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Becomes familiar with the telephone and voice mail systems.
- Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Refers inquiries requiring policy interpretation to administrative staff.
- Provides school information to new residents. Helps enroll new students.
- Answers the telephone. Learns the names of district administrators. Monitors the sign-in/out register. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.
- Updates the telephone extension directory.
- Trains relief operators to ensure dependable telephone coverage.
- Maintains an office calendar. Schedules appointments as directed.
- Helps communicate information about weather delays and emergencies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Processes and distributes incoming, outgoing, interoffice mail and faxes. Updates names on staff mailboxes. Helps prepare special mailings.
- Prepares requisitions as directed. Receives, stores, and inventories office supplies.
- Notifies recipients about the arrival of packages.
- Keeps pamphlets and other materials properly shelved. Prepares displays and bulletin boards as directed.
- Assists with the preparation of the payroll adjustment form as directed by the business coordinator
- Maintains the schedule for use of the board meeting and first floor conference rooms.
- Assists with scheduling and preparing building rentals.
- Becomes familiar with state regulations regarding the issuance of work permits. Prepares work permits and maintains related records.
- Monitors bus communications. Conveys information as needed.
- Prepares transportation trip tickets. Records payments.
- Places calls for maintenance and repair services as directed.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Cross-trains with other office staff. Offers assistance when needed.

- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

**PIQUA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **ASSISTANT SUPERINTENDENT/BUSINESS  
OFFICE SECRETARY**

**File 207**

**Reports to:** Assistant Superintendent and Business Coordinator

**Job Objectives:** Performs secretarial, receptionist, and office management functions. Assists with inventory control, purchasing, and accounting operations.

**Minimum Qualifications:**

- High school diploma and a satisfactory pre-employment skill test score.
- Post-secondary secretarial training is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Congenial telephone etiquette.
- Proficient in office protocol and the use of business equipment.
- Proficient in the use of computer software and maintenance of office records.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Bookkeeping skills and the ability to compute mathematical data accurately.
- Multitasking ability and strong interpersonal skills.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs secretarial and administrative support functions. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Refers inquiries requiring policy interpretation to administrative staff.
- Answers the telephone. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.
- Maintains an office calendar. Schedules appointments as directed.
- Helps communicate information about weather delays and emergencies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Processes and distributes incoming, outgoing, interoffice mail and faxes.
- Updates, duplicates, and collates pupil service handbooks, fact sheets, and forms.
- Processes paperwork for special needs contractual services.
- Processes home instruction applications and monitors the accountability system.
- Prepares Title VI-B, child count, and other program reports as directed.
- Inputs and verifies the accuracy of educational management information and student data maintained in the computerized database (e.g., EMIS, etc.). Prepares reports.
- Prepares materials for in-service programs.
- Posts job openings. Mails applications. Assembles applicant files. Prepares materials for interview committees. Coordinates interview schedules.
- Updates and distributes substitute lists. Maintains substitute files and records.
- Helps coordinate new employee orientation processes.
- Maintains vendor files. Obtains price quotes. Prepares comparative data (e.g., quality, new products, warranties, discounts, availability for delivery, etc.).
- Helps prepare and distribute bid packages (e.g., public notices, specifications, proposal forms, etc.).
- Monitors inventories and reorders supplies to maintain reliable service levels.
- Verifies deliveries. Investigates discrepancies. Processes approved invoices for payment. Posts expenditures. Maintains a completed payment file.

- Prepares purchase orders from approved requisitions. Encumbers the proper account. Maintains procurement information (e.g., transmittal letters, contracts, confirmations, warrants, negotiated price agreements, delivery dates, etc.).
- Places calls for maintenance and repair services as directed.
- Maintains construction records (e.g., correspondence, proposals, contracts, architectural drawings, specification books, warranties, invoices, etc.).
- Prepares contracts for special education transportation. Verifies reimbursement for non-public transportation. Prepares state reports.
- Updates and distributes classified employee handbooks and salary schedules.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Provides assistance to other departments as directed.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory  
Responsibility:**

Under the direction of the assistant superintendent and/or business coordinator: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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**PIQUA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>ATHLETIC DEPARTMENT SECRETARY</b>	<b>File 208</b>
<b>Reports to:</b>	Athletic Director	
<b>Job Objectives:</b>	Performs secretarial, receptionist, and office management functions.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>• High school diploma and a satisfactory pre-employment skill test score.</li><li>• Post-secondary secretarial training is desirable.</li><li>• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>• Documentation of a clear criminal record.</li><li>• Proficient in office protocol and the use of business equipment.</li><li>• Proficient in the use of computer software and maintenance of office records.</li><li>• Proficient in data entry, spelling, proofreading, and the correct use of grammar.</li><li>• Bookkeeping skills and the ability to compute mathematical data accurately.</li><li>• Multitasking ability and strong interpersonal skills.</li><li>• Meets all prerequisite qualifications to be bonded.</li></ul>	
<b>Responsibilities and Essential Functions:</b>	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>• Performs secretarial and administrative support functions. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.</li><li>• Upholds board policies and follows administrative procedures.</li><li>• Promotes a favorable image of the school district.</li><li>• Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.</li><li>• Refers inquiries requiring policy interpretation to administrative staff.</li><li>• Answers the telephone. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.</li><li>• Maintains an office calendar. Schedules appointments as directed.</li><li>• Helps communicate information about weather delays and emergencies.</li><li>• Respects personal privacy. Maintains the confidentiality of privileged information.</li><li>• Prepares displays and bulletin boards as directed.</li><li>• Processes and distributes incoming, outgoing, interoffice mail and faxes.</li><li>• Maintains an assignment record for department keys.</li><li>• Prepares requisitions as directed. Receives, stores, and inventories office supplies.</li><li>• Notifies recipients about the arrival of packages.</li><li>• Helps maintain non-consumable fixed asset records. Updates the inventory list.</li><li>• Prepares a list of game officials and workers. Schedules and confirms assignments. Arranges for substitutes. Processes time sheets.</li><li>• Updates, duplicates, and collates athletic handbooks when directed.</li><li>• Ensures that medical authorization forms are provided for all sports.</li><li>• Types team rosters. Prepares grade-period eligibility reports. Verifies school attendance requirements. Reports information to coaches.</li><li>• Enters the master schedule into the computer. Distributes athletic schedules.</li><li>• Prepares information for the Ohio High School Athletic Association.</li><li>• Helps prepare game programs, brochures, public service announcements, etc.</li><li>• Maintains an inventory of ticket stock. Helps with pre-game ticket sales.</li><li>• Prepares game reports. Ensures that receipt and expense records are suitable for audits. Prepares and makes bank deposits.</li><li>• Helps coordinate athletic program activities (e.g., student/parent orientation sessions, recognition activities, staff in-service programs, etc.).</li></ul>	

- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Provides assistance to other departments as directed.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory  
Responsibility:**

Under the direction of the athletic director: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

**PIQUA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **ATTENDANCE SECRETARY**

**File 209**

**Reports to:** Principal and Assistant Principal

**Job Objectives:** Prepares and maintains student attendance records.

**Minimum Qualifications:**

- High school diploma and a satisfactory pre-employment skill test score.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Congenial telephone etiquette and basic word processing skills.
- Multitasking ability and strong interpersonal skills.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs clerical duties. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Maintains up-to-date attendance policy information. Helps ensure that the district's attendance policies and procedures are uniformly enforced.
- Answers the telephone. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.
- Refers inquiries requiring policy interpretation to administrative staff.
- Calls parents or guardians when the school has not been notified about an absent student. Mails written notification when contact cannot be established.
- Authenticates student requests to be dismissed during school hours. Processes late arrivals. Collects class attendance forms. Distributes absentee list. Prepares daily attendance records.
- Provides free/reduced-cost lunch and open enrollment forms as requested.
- Works with the county probation department and ACMC regarding students under their supervision.
- Keeps the principal, assistant principal, and guidance staff informed about chronic absenteeism, tardiness, and truancy concerns.
- Verifies the attendance record of each student for report cards.
- Notifies teachers about homework requests for absent students.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Provides assistance to other departments as directed.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities Required:** The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.

- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

**PIQUA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>CURRICULUM AND INSTRUCTION SECRETARY</b>	<b>File 210</b>
<b>Reports to:</b>	Director of Curriculum and Development	
<b>Job Objectives:</b>	Performs secretarial, receptionist, and office management functions. Assists with curriculum inventory control, purchasing, and accounting operations.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>• High school diploma and a satisfactory pre-employment skill test score.</li><li>• Post-secondary secretarial training is desirable.</li><li>• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>• Documentation of a clear criminal record.</li><li>• Congenial telephone etiquette.</li><li>• Proficient in office protocol and the use of business equipment.</li><li>• Proficient in the use of computer software and maintenance of office records.</li><li>• Proficient in data entry, spelling, proofreading, and the correct use of grammar.</li><li>• Ability to apply basic mathematical concepts.</li><li>• Multitasking ability and strong interpersonal skills.</li></ul>	
<b>Responsibilities and Essential Functions:</b>	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>• Performs secretarial and administrative support functions. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.</li><li>• Upholds board policies and follows administrative procedures.</li><li>• Promotes a favorable image of the school district.</li><li>• Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.</li><li>• Refers inquiries requiring policy interpretation to administrative staff.</li><li>• Answers the telephone. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.</li><li>• Maintains an office calendar. Schedules appointments as directed.</li><li>• Helps communicate information about weather delays and emergencies.</li><li>• Respects personal privacy. Maintains the confidentiality of privileged information.</li><li>• Prepares displays and bulletin boards as directed.</li><li>• Processes and distributes incoming, outgoing, interoffice mail and faxes.</li><li>• Inputs and verifies the accuracy of educational management information and student data maintained in the computerized database (e.g., EMIS, etc.). Prepares reports.</li><li>• Helps prepare grant and foundation proposals.</li><li>• Prepares and disseminates course-of-study materials as directed.</li><li>• Contacts publishers and requests textbook samples as directed.</li><li>• Maintains vendor files. Obtains price quotes. Prepares comparative data (e.g., quality, new products, warranties, discounts, availability for delivery, etc.).</li><li>• Monitors expenditures and updates budget balances. Prepares data for financial forecasting.</li><li>• Helps prepare and distribute bid packages (e.g., public notices, specifications, proposal forms, deadlines, etc.).</li><li>• Prepares purchase orders from approved requisitions. Encumbers the proper account. Maintains procurement information (e.g., transmittal letters, contracts, confirmations, warrants, negotiated price agreements, delivery dates, etc.).</li><li>• Verifies deliveries. Investigates discrepancies. Processes approved invoices for payment. Posts expenditures. Maintains a completed payment file.</li><li>• Places calls for maintenance and repair services as directed.</li><li>• Organizes and maintains the central repository for curriculum materials.</li></ul>	

- Helps maintain non-consumable fixed asset records. Tags fixed assets. Updates the inventory list. Updates depreciation schedules. Deletes fixed assets from the inventory after board approval. Prepares an end-of-year inventory report.
- Works with the treasurer to periodically discard archived records following the records retention and disposal schedule adopted by the board.
- Maintains certificated staff development records. Helps coordinate staff in-service programs (e.g., prepares materials, schedules speaker, processes contracts, etc.).
- Prepares staff evaluation forms.
- Assists with kindergarten and summer school registration as directed.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Provides assistance to other departments as directed.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory  
Responsibility:**

Under the direction of the director of curriculum and development: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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**PIQUA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>DIRECTOR OF INFORMATION'S SECRETARY</b>	<b>File 211</b>
<b>Reports to:</b>	Assigned Supervisor	
<b>Job Objectives:</b>	Processes and maintains educational management information and student data system records.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>• High school diploma and a satisfactory pre-employment skill test score.</li><li>• Post-secondary training is desirable.</li><li>• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>• Documentation of a clear criminal record.</li><li>• Congenial telephone etiquette.</li><li>• Proficient in office protocol and the use of business equipment.</li><li>• Proficient in the use of office and management information software.</li><li>• Proficient in data entry, spelling, proofreading, and the correct use of grammar.</li><li>• Ability to compute mathematical data accurately.</li><li>• Multitasking ability and strong interpersonal skills.</li></ul>	
<b>Responsibilities and Essential Functions:</b>	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>• Performs secretarial duties. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.</li><li>• Upholds board policies and follows administrative procedures.</li><li>• Promotes a favorable image of the school district.</li><li>• Answers the telephone. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.</li><li>• Refers inquiries requiring policy interpretation to administrative staff.</li><li>• Maintains an office calendar. Schedules appointments as directed.</li><li>• Helps communicate information about weather delays and emergencies.</li><li>• Respects personal privacy. Maintains the confidentiality of privileged information.</li><li>• Processes and distributes incoming, outgoing, interoffice mail and faxes.</li><li>• Monitors changes in regulations that govern the manner in which data is collected, recorded, and reported. Attends training programs to keep current with software modifications as directed. Distributes updated information. Helps train other support staff as directed.</li><li>• Collects and verifies data, correct errors, and maintain records (e.g., student demographics, academic courses, co-curricular/extra curricular programs, testing data, fees, Title I, subsidized lunch programs, etc.).</li><li>• Helps the treasurer's office with the reporting of financial data.</li><li>• Helps research, plan, and develop special reports. Interprets data and other statistical information.</li><li>• Prepares requisitions as directed. Receives, stores, and inventories office supplies.</li><li>• Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.</li><li>• Reports evidence of suspected child abuse as required by law.</li><li>• Provides assistance to other departments as directed.</li><li>• Keeps current with advances in office technology. Updates office procedures.</li><li>• Participates in staff meetings and professional growth opportunities as directed.</li><li>• Accepts personal responsibility for decisions and conduct.</li><li>• Strives to develop rapport and serve as a positive role model for others.</li><li>• Performs other specific job-related duties as directed.</li></ul>	

**Abilities  
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02



**PIQUA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **ELEMENTARY SCHOOL SECRETARY**

**File 212**

**Reports to:** Principal

**Job Objectives:** Performs secretarial, receptionist, and office management functions.

**Minimum Qualifications:**

- High school diploma and a satisfactory pre-employment skill test score.
- Post-secondary secretarial training is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Congenial telephone etiquette and experience operating a multi-line system.
- Proficient in office protocol and the use of business equipment.
- Proficient in the use of office and management information software.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Bookkeeping skills and the ability to compute mathematical data accurately.
- Multitasking ability and strong interpersonal skills.
- Basic first aid skills.

**Responsibilities and Essential Functions:**

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs secretarial and administrative support functions. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Refers inquiries requiring policy interpretation to administrative staff.
- Answers the telephone. Learns the names of district administrators. Monitors the sign-in/out register. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.
- Maintains an office calendar. Schedules appointments as directed.
- Helps communicate information about weather delays and emergencies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Prepares displays and bulletin boards as directed.
- Processes and distributes incoming, outgoing, interoffice mail and faxes. Updates names on staff mailboxes. Helps prepare special mailings.
- Processes interim reports, report cards, and supplemental information.
- Inputs and verifies the accuracy of educational management information and student data maintained in the computerized database (e.g., EMIS, etc.). Prepares reports.
- Helps prepare newsletters, notices, and public announcements.
- Prepares requisitions as directed. Receives, stores, and inventories office supplies.
- Notifies recipients about the arrival of packages.
- Receives, sorts, and counts money collected in the building as directed. Prepares records suitable for audits. Prepares and sends deposits to the treasurer's office.
- Authenticates student requests to be dismissed during school hours. Processes late arrivals. Collects class attendance forms. Distributes absentee list. Prepares daily attendance records.
- Maintains staff and student medical emergency authorization forms. Prepares accident reports.
- Monitors students sent to the office for illness or discipline reasons.
- Renders basic first aid and dispenses student medications when a school nurse is not available.

- Notifies teachers about homework requests for absent students.
- Prepares enrollment/withdrawal records. Processes transcripts. Prepares permanent records, building schedules, class lists, etc.
- Updates, duplicates, and collates student/parent and teacher handbooks.
- Monitors bus communications. Conveys information as needed.
- Helps coordinate school programs (e.g., student orientation, open houses, parent conferences, recognition activities, staff in-service programs, etc.).
- Places calls for maintenance and repair services as directed.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Cross-trains with other office staff. Offers assistance when needed.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory  
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

**PIQUA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **HIGH SCHOOL GUIDANCE DEPARTMENT SECRETARY**

**File 213**

**Reports to:** Principal

**Job Objectives:** Performs secretarial, receptionist, and office management functions.

**Minimum Qualifications:**

- High school diploma and a satisfactory pre-employment skill test score.
- Post-secondary secretarial training is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Congenial telephone etiquette.
- Proficient in office protocol and the use of business equipment.
- Proficient in the use of office and management information software.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Bookkeeping skills and the ability to compute mathematical data accurately.
- Multitasking ability and strong interpersonal skills.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs secretarial and administrative support functions. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Refers inquiries requiring policy interpretation to administrative staff.
- Answers the telephone. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.
- Maintains an office calendar. Schedules appointments as directed.
- Helps communicate information about weather delays and emergencies.
- Processes and maintains student medical emergency forms and information.
- Regularly updates parent/guardian information and addresses.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Prepares displays and bulletin boards as directed.
- Processes and distributes incoming, outgoing, interoffice mail and faxes.
- Processes interim reports, report cards, and supplemental information.
- Prepares enrollment/withdrawal records. Processes transcripts. Prepares permanent records, class schedules, graduates/inactive lists, etc.
- Helps with students scheduling changes.
- Verifies student information (e.g., birth date, social security numbers, custody designation, legal residence, etc.).
- Assists with proficiency test verification. Records results on student transcripts.
- Inputs and verifies the accuracy of educational management information and student data maintained in the computerized database (e.g., EMIS, etc.). Prepares reports.
- Works with the treasurer to periodically discard archived records following the records retention and disposal schedule adopted by the board.
- Contacts publishers and requests samples of guidance materials as directed.
- Notifies recipients about the arrival of packages.
- Assists with the coordination of guidance activities (e.g., partners in education programs, career clusters, job shadowing, etc.) as directed.
- Organizes career and post-secondary training information. Facilitates admission counselor/recruiter visits. Maintains scholarships and financial aid files.

- Helps students find guidance resource materials.
- Renders basic first aid when a school nurse is not available.
- Receives, sorts, and counts money collected for guidance activities. Prepares records suitable for audits. Prepares and makes bank deposits.
- Updates, duplicates, and collates student/parent and teacher handbooks.
- Helps coordinate school programs (e.g., student orientation, open houses, parent conferences, recognition activities, staff in-service programs, etc.).
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Provides assistance to other departments as directed.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory  
Responsibility:**

Under the direction of the department supervisor: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

**PIQUA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>JUNIOR HIGH SCHOOL GUIDANCE DEPARTMENT SECRETARY</b>	<b>File 214</b>
<b>Reports to:</b>	Principal	
<b>Job Objectives:</b>	Performs secretarial, receptionist, and office management functions.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>• High school diploma and a satisfactory pre-employment skill test score.</li><li>• Post-secondary secretarial training is desirable.</li><li>• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>• Documentation of a clear criminal record.</li><li>• Congenial telephone etiquette.</li><li>• Proficient in office protocol and the use of business equipment.</li><li>• Proficient in the use of office and management information software.</li><li>• Proficient in data entry, spelling, proofreading, and the correct use of grammar.</li><li>• Bookkeeping skills and the ability to compute mathematical data accurately.</li><li>• Multitasking ability and strong interpersonal skills.</li></ul>	
<b>Responsibilities and Essential Functions:</b>	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>• Performs secretarial and administrative support functions. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.</li><li>• Upholds board policies and follows administrative procedures.</li><li>• Promotes a favorable image of the school district.</li><li>• Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.</li><li>• Refers inquiries requiring policy interpretation to administrative staff.</li><li>• Answers the telephone. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.</li><li>• Maintains an office calendar. Schedules appointments as directed.</li><li>• Helps communicate information about weather delays and emergencies.</li><li>• Regularly updates parent/guardian information and addresses.</li><li>• Respects personal privacy. Maintains the confidentiality of privileged information.</li><li>• Prepares displays and bulletin boards as directed.</li><li>• Distributes interim reports, report cards, and supplemental information.</li><li>• Prepares enrollment/withdrawal records. Processes transcripts. Prepares permanent records, class schedules, inactive lists, etc.</li><li>• Helps with students scheduling changes.</li><li>• Verifies student information (e.g., birth date, social security numbers, custody designation, legal residence, etc.).</li><li>• Assists with proficiency test verification. Records results on student transcripts.</li><li>• Inputs and verifies the accuracy of educational management information and student data maintained in the computerized database (e.g., EMIS, etc.). Prepares reports.</li><li>• Contacts publishers and requests samples of guidance materials as directed.</li><li>• Assists with the coordination of guidance activities (e.g., partners in education programs, career clusters, job shadowing, etc.) as directed.</li><li>• Organizes career and post-secondary training information. Facilitates admission counselor/recruiter visits.</li><li>• Helps students find guidance resource materials.</li><li>• Renders basic first aid when a school nurse is not available.</li><li>• Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.</li></ul>	

- Reports evidence of suspected child abuse as required by law.
- Provides assistance to other departments as directed.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

**PIQUA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** HIGH SCHOOL SECRETARY

**File 215**

**Reports to:** Principal

**Job Objectives:** Performs secretarial, receptionist, and office management functions.

**Minimum Qualifications:**

- High school diploma and a satisfactory pre-employment skill test score.
- Post-secondary secretarial training is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Congenial telephone etiquette and experience operating a multi-line system.
- Proficient in office protocol and the use of business equipment.
- Proficient in the use of office and management information software.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Bookkeeping skills and the ability to compute mathematical data accurately.
- Multitasking ability and strong interpersonal skills.
- Basic first aid skills.

**Responsibilities and Essential Functions:**

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs secretarial and administrative support functions. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Refers inquiries requiring policy interpretation to administrative staff.
- Answers the telephone. Learns the names of district administrators. Monitors the sign-in/out register. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.
- Maintains an office calendar. Schedules appointments as directed.
- Helps communicate information about weather delays and emergencies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Prepares displays and bulletin boards as directed.
- Processes and distributes incoming, outgoing, interoffice mail and faxes. Updates names on staff mailboxes. Helps prepare special mailings.
- Prepares staff attendance records. Contacts substitutes as directed.
- Processes interim reports, report cards, and supplemental information.
- Prepares honor lists/letters and two "F" lists/letters.
- Prepares diploma/graduation lists. Assists with commencement activities as directed.
- Inputs and verifies the accuracy of educational management information and student data maintained in the computerized database (e.g., EMIS, etc.). Prepares reports.
- Helps prepare newsletters, notices, and public announcements.
- Prepares requisitions as directed. Receives, stores, and inventories office supplies.
- Notifies recipients about the arrival of packages.
- Maintains staff and student medical emergency authorization forms. Prepares accident reports.
- Monitors students sent to the office for illness or discipline reasons.
- Renders basic first aid and dispenses student medications when a school nurse is not available.
- Updates, duplicates, and collates student/parent and teacher handbooks.
- Monitors bus communications. Conveys information as needed.

- Helps coordinate school programs (e.g., student orientation, open houses, parent conferences, recognition activities, staff in-service programs, etc.).
- Schedules building rentals. Prepares contracts and invoices. Records payments.
- Places calls for maintenance and repair services as directed.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Cross-trains with other office staff. Offers assistance when needed.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory  
Responsibility:**

Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02



**PIQUA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **HIGH SCHOOL STUDENT ACTIVITY  
SERVICES SECRETARY**

**File 216**

**Reports to:** Treasurer and Principal

**Job Objectives:** Assists the treasurer and principal with the management of student activity accounts.

**Minimum  
Qualifications:**

- High school diploma and a satisfactory pre-employment skill test score.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Proficient in office protocol and the use of business equipment.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Bookkeeping skills and the ability to compute mathematical data accurately.
- Multitasking ability and strong interpersonal skills.
- Meets all prerequisite qualifications to be bonded.

**Responsibilities  
and Essential  
Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs clerical duties. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Serves as a liaison to staff, vendors, and the public. Refers inquiries requiring policy interpretation to administrative staff.
- Answers the telephone. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Helps process incoming, outgoing, interoffice mail and faxes.
- Uses the computerized accounting system to prepare complete and systematic student activity account records. Works cooperatively with auditors.
- Updates student account policy/purpose statements as directed.
- Reviews and verifies student activity sales potential forms, sales summaries, ticket reconciliation, and athletic program affidavits.
- Collects student activity funds. Issues receipts. Posts financial activities to the proper ledger account. Prepares and makes bank deposits.
- Balances accounts. Prepares recaps as directed. Resolves problems.
- Prepares requisitions. Posts expenditures. Verifies invoices for payment.
- Coordinates EPC ordering for the school.
- Processes time sheets for game officials and athletic workers.
- Works with the treasurer to periodically discard archived records following the records retention and disposal schedule adopted by the board.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Cross-trains with other office staff. Offers assistance when needed.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

**PIQUA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** JUNIOR HIGH SCHOOL PRINCIPAL'S SECRETARY

**File 217**

**Reports to:** Principal

**Job Objectives:** Performs secretarial, receptionist, and office management functions.

**Minimum Qualifications:**

- High school diploma and a satisfactory pre-employment skill test score.
- Post-secondary secretarial training is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Congenial telephone etiquette and experience operating a multi-line system.
- Proficient in office protocol and the use of business equipment.
- Proficient in the use of office and management information software.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Bookkeeping skills and the ability to compute mathematical data accurately.
- Multitasking ability and strong interpersonal skills.
- Basic first aid skills.

**Responsibilities and Essential Functions:**

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs secretarial and administrative support functions. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Refers inquiries requiring policy interpretation to administrative staff.
- Provides free/reduced-cost lunch and open enrollment forms as requested.
- Answers the telephone. Learns the names of district administrators. Monitors the sign-in/out register. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.
- Maintains an office calendar.
- Helps the principal secure substitutes as directed.
- Prepares building payroll and medical/professional/personal leave forms as directed.
- Prepares alternative school placement forms (i.e., APMC and In-school Studies Program).
- Helps communicate information about weather delays and emergencies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Processes and distributes incoming, outgoing, interoffice mail and faxes. Updates names on staff mailboxes. Helps prepare special mailings.
- Distributes interim reports, report cards, and supplemental information.
- Inputs and verifies the accuracy of educational management information and student data maintained in the computerized database (e.g., EMIS, etc.). Prepares reports.
- Helps prepare newsletters, notices, announcements, board reports, end-of year check-out packets, honor roll, etc.
- Prepares requisitions as directed. Receives, stores, and inventories office supplies. Passes out supplies to teachers. Keeps office, supply, and workroom areas orderly.
- Notifies recipients about the arrival of packages.
- Processes invoices for payments.
- Tracks and maintains an accurate record of unit budget and activity accounts.
- Sells tickets for school events as directed.
- Receives, sorts, and counts money collected in the building as directed. Prepares records suitable for audits. Prepares and makes bank deposits.

- Maintains staff medical emergency authorization forms.
- Monitors students sent to the office for illness or discipline reasons.
- Renders basic first aid and dispenses student medications when a school nurse is not available.
- Notifies teachers about homework requests for absent students.
- Prepares enrollment/withdrawal records. Processes transcripts. Prepares permanent records, building schedules, class lists, updates annual grade/test transcript labels, etc.
- Prepares records requested by schools and agencies.
- Updates, duplicates, and collates student/parent and teacher handbooks.
- Locates students for administrators as requested.
- Monitors bus communications. Conveys information as needed.
- Helps coordinate school programs (e.g., student orientation, open houses, parent conferences, recognition activities, staff in-service programs, etc.).
- Schedules building rentals. Prepares contracts and invoices. Records payments.
- Places calls for maintenance and repair services as directed.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Cross-trains with other office staff. Offers assistance when needed.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

**PIQUA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>PURCHASING/WAREHOUSING SECRETARY</b>	<b>File 218</b>
<b>Reports to:</b>	Business Coordinator	
<b>Job Objectives:</b>	Manages the receipt and orderly transfer of district supplies and materials.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>• High school diploma.</li><li>• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>• Documentation of a clear criminal record.</li><li>• Self-directed and able to learn required skills for the position.</li><li>• Proficient in data entry and the maintenance of warehouse records.</li><li>• Bookkeeping skills and the ability to apply basic mathematical concepts.</li><li>• Meets all prerequisite qualifications to be bonded.</li></ul>	
<b>Responsibilities and Essential Functions:</b>	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>• Performs clerical functions related to warehouse activities. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.</li><li>• Becomes familiar with the state required Uniform School Accounting System (USAS).</li><li>• Upholds board policies and follows administrative procedures.</li><li>• Promotes a favorable image of the school district.</li><li>• Maintains student files. Responds to requests for information and/or records as permitted by board policy and state law.</li><li>• Works with building secretaries and administrators to follow up on orders and verify invoices for payment.</li><li>• Works with vendors to correct shipping and/or invoice errors. Keeps the treasurer's office informed about the status of these situations.</li><li>• Maintains purchase order files for open and completed orders.</li><li>• Provides information to the treasurer regarding purchase orders, invoices, credits, shipments, returns, etc.</li><li>• Assists with the district's fixed asset inventory additions, deletions, and reports.</li><li>• Assists with the provision of information about fixed asset inventory records to the district's insurance company.</li><li>• Files purchase orders. Maintains procurement information (e.g., transmittal letters, contracts, confirmations, warrants, negotiated price agreements, delivery dates, etc.).</li><li>• Receives and verifies deliveries comparing purchase orders with packing lists. Sends invoices to the treasurer's office for payment.</li><li>• Maintains an inventory control system. Deducts requisitioned stock from the inventory. Reorders stock as needed to maintain reliable inventory levels.</li><li>• Prepare materials for shipping (e.g., returns, repairs, etc.).</li><li>• Develops a delivery schedule for supplies, equipment, and furnishings.</li><li>• Prepares and submits reports, records, and inventories suitable for audits.</li><li>• Performs a complete physical inventory of all supplies/materials as directed.</li><li>• Reports student discipline problems, vandalism, and other related concerns.</li><li>• Helps deal with unexpected circumstances or pressing district needs as directed.</li><li>• Ensures that storage areas are properly secured at all times. Recommends procedures to prevent the loss of supplies and equipment.</li><li>• Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.</li><li>• Reports evidence of suspected child abuse as required by law.</li></ul>	

- Promotes a positive image of the business department. Wears appropriate work attire and maintains a neat appearance.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory  
Responsibility:**

Under the direction of the business coordinator: provides instructions and monitors assigned staff, temporary employees, and trainees. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02

**PIQUA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **SCHOOL PSYCHOLOGIST'S SECRETARY**

**File 219**

**Reports to:** School Psychologist

**Job Objectives:** Performs secretarial, receptionist, and office management functions.

**Minimum Qualifications:**

- High school diploma and a satisfactory pre-employment skill test score.
- Post-secondary secretarial training is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Congenial telephone etiquette.
- Proficient in office protocol and the use of business equipment.
- Proficient in the use of office and management information software.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Ability to compute mathematical data accurately.
- Multitasking ability and strong interpersonal skills.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs secretarial and administrative support functions. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Refers inquiries requiring policy interpretation to administrative staff.
- Answers the telephone. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.
- Maintains an office calendar. Schedules appointments as directed.
- Helps communicate information about weather delays and emergencies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Prepares displays and bulletin boards as directed.
- Processes and distributes incoming, outgoing, interoffice mail and faxes.
- Updates, duplicates, and collates pupil service handbooks, fact sheets, and forms.
- Maintains an inventory of test protocols, due process forms, etc.
- Transcribes student assessment information.
- Processes requests for student information. Ensures that signed permission forms are on file for the release of student information.
- Maintains a list of all special education placements.
- Tracks out-of-district students enrolled in district special education programs. Prepares contracts. Documents costs. Processes invoices.
- Processes paperwork for contractual services.
- Processes home instruction applications and monitors the accountability system.
- Prepares Title VI-B, child count, and other program reports as directed.
- Inputs and verifies the accuracy of educational management information and student data maintained in the computerized database (e.g., EMIS, etc.). Prepares reports.
- Prepares materials for in-service programs, kindergarten screening, etc.
- Prepares requisitions as directed. Receives, stores, and inventories office supplies.
- Notifies recipients about the arrival of packages.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.



- Reports evidence of suspected child abuse as required by law.
- Provides assistance to other departments as directed.
- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory  
Responsibility:**

Under the direction of the school psychologist: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

**PIQUA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** SUPERINTENDENT'S SECRETARY

**File 220**

**Reports to:** Superintendent

**Job Objectives:** Serves as a confidential secretary to the superintendent. Performs administrative support functions necessary for the effective management of district operations.

**Minimum Qualifications:**

- High school diploma and a satisfactory pre-employment skill test score.
- Post-secondary secretarial training is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Congenial telephone etiquette.
- Proficient in office protocol and the use of business equipment.
- Proficient in the use of computer software and maintenance of office records.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Bookkeeping skills and the ability to compute mathematical data accurately.
- Multitasking ability and strong interpersonal skills.

**Responsibilities and Essential Functions:**

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs secretarial and administrative support functions. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Uses interpretation skills and an understanding of the district's programs, policies, and procedures, to keep the superintendent informed about pertinent issues.
- Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Refers inquiries requiring policy interpretation to administrative staff.
- Answers the telephone. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.
- Maintains the superintendent's calendar. Schedules appointments as directed.
- Helps communicate information about weather delays and emergencies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Processes and distributes incoming, outgoing, interoffice mail and faxes.
- Types reports required by the Ohio Department of Education.
- Maintains student discipline files (e.g., letters, student expulsions, hearings, etc.).
- Processes open enrollment applications, mails notices, and maintains records.
- Helps prepare newsletters, notices, and public announcements.
- Types board agendas and assembles meeting folders. Prepares a meeting summary for public distribution.
- Prepares the annual report and district calendar.
- Keeps the board policy manual up-to-date.
- Assists board and staff committees with special projects as directed.
- Attends and records minutes of meetings as directed (e.g., administrative council, labor management, negotiations, etc.).
- Coordinates secretarial staff in-service training programs.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Provides assistance to other departments as directed.

- Keeps current with advances in office technology. Updates office procedures.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory  
Responsibility:**

Under the direction of the superintendent: plans work assignments, provides instructions, and monitors assigned staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require performing repetitive tasks quickly.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require standing, reaching, bending, crouching, and/or kneeling.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

**PIQUA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **TECHNOLOGY COORDINATOR**

**File 221**

**Reports to:** Superintendent

**Job Objectives:** Provides technical expertise in the management of district network and computer hardware. Coordinates the selection, purchasing, installation, and maintenance of technology equipment. Keeps the superintendent and district technology director informed about emerging issues.

**Minimum Qualifications:**

- Valid Ohio license or certificate appropriate for the assignment.
- Strong technical skills in addition to education background/degree. Technical certification such as Novell, Microsoft, Cisco and/or equivalent combination of computer training/work experience.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Strong organizational, planning, project management, and diplomacy skills.
- Teaching experience and the ability to address the needs of adult learners.
- Expertise in the selection and use of technology equipment and software that support diverse job responsibilities and user abilities.
- Available to work irregular hours and/or a non-traditional schedule.
- Experience in LAN/WAN connectivity and the installation, maintenance, and repair of computer hardware and software.
- Knowledge of the curriculum process and software applications appropriate for diverse instructional settings and user abilities.
- Commitment to keeping current with technological advances.

**Responsibilities and Essential Functions:**

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Oversees the purchase, installation, and preservation of district's technology equipment.
- Writes specifications and evaluates competitive bids for the purchase of technology equipment and services.
- Develops rules and procedures that promote the proper use and care of equipment. Works with building staff to address equipment security.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.
- Sets up and maintains file servers (e.g., users and groups, space allocations, backups, etc.) for local area networks (LAN) and wide area networks (WAN).
- Helps evaluate and select new technology equipment and supplies. Uses effective communications strategies to introduce and facilitate the use of new technology resources (e.g., E-mail, websites, instructional materials, displays, etc.).
- Administers the board-approved budget for assigned areas of responsibility.
- Keeps current with the K-12 courses of study, the district's scope and sequence framework, and state standards/guidelines.
- Works with staff to identify and use technology resources that compliment teaching styles, build confidence, and enhance skills.
- Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares and submits reports, records, and inventories as directed.
- Assists with the preparation of foundation/grant proposals as directed.
- Work with the technology committee to update the district's technology plan.
- Arranges software demonstrations. Notifies staff about new acquisitions. Provide individual and small group opportunities for training and problem solving.
- Respects personal privacy. Maintains the confidentiality of privileged information.

- Reports student discipline problems, vandalism, and other related concerns.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Organizes tasks and manages time effectively.
- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

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Board Approved: 2/28/02

**PIQUA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **TECHNOLOGY NETWORK SYSTEM FACILITATOR**

**File 222**

**Reports to:** Technology Coordinator

**Job Objectives:** Provides technical expertise, network systems support services, and manual skill in the installation, servicing, and repair of the district's technology equipment. Keeps the district technology director and building principals informed about emerging issues.

**Minimum Qualifications:**

- Strong technical skills as evidenced by a B.S. degree in computer science, computer engineering, and/or equivalent combination of computer training/work experience.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Available to work irregular hours and/or a non-traditional schedule.
- Experience in the installation, maintenance, and repair of network equipment, computer hardware and software as demonstrated by A+, Network+, Novell CNA, or equivalent combination of computer training/work experience..
- Congenial disposition. Strong diplomacy skills. Ability to work with adult and student learners with a wide range of interest and skill levels.
- Commitment to keeping current with technological advances.

**Responsibilities and Essential Functions:**

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Manages the district's help desk. Addresses equipment/performance problems (e.g., trouble shoots technology equipment/software, cable connections, re-sets switches, etc.). Assists with equipment/software installations as directed.
- Coordinates field activities with the district technology coordinator. This includes working in conjunction with student workers, consultants, and staff members to maintain and support district technologies.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.
- Receives, inspects, and tests equipment and software. Works with maintenance staff on construction/installation activities. Prepares support documentation (e.g., date installed, location, upgrades, etc.).
- Notifies staff about new acquisitions. Arranges demonstrations.
- Installs network wiring and connections (e.g., servers, hubs, routers, etc.).
- Sets up and maintains file servers (e.g., users and groups, space allocations, backups, etc.) for local area networks (LAN) and wide area networks (WAN).
- Performs preventive maintenance and routine cleaning of equipment. Repairs equipment. Keeps work areas orderly. Maintains repair records.
- Keeps the district technology director informed about work progress. Avoids disrupting building activities except during emergencies.
- Works with teachers to explore adaptations that will enhance classroom activities.
- Assists with the development and maintenance of the district's web site.
- Assists with the preparation of foundation/grant proposals as directed.
- Work with the technology committee to update the district's technology plan.
- Prepares and present in-service programs as directed. Provide individual and small group opportunities for training and problem solving.
- Works with supervisors to help staff improve proficiency with technology resources.
- Establishes and manages user accounts. Disables accounts and associated files at the end of the school year.
- Provides technical support to help students and staff use computers, software programs, printers, and other peripherals effectively. Prepares training materials and instruction sheets.

- Works with the district technology coordinator to schedule repairs by outside vendors. Maintains repair records. Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Prepares and submits reports, records, and inventories as directed.
- Assists with the development and maintenance of the district's web site.
- Assists with the preparation of foundation/grant proposals as directed.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Maintains high standards and upholds the student conduct code.
- Reports student discipline problems, vandalism, and other related concerns.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Piqua City School District Board of Education.

The Piqua City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Board Approved: 2/28/02