



ONEONTA CITY SCHOOLS

COMMITTED TO EXCELLENCE

JOB DESCRIPTION

TITLE: ELEMENTARY SCHOOL SECRETARY/CLERICAL STAFF

QUALIFICATIONS:

- Hold an Associates Degree as related to the position or demonstrate aptitude for the work to be performed.
- Such alternatives to the qualifications as the Board may find appropriate and acceptable.
- Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

REPORTS TO: School Principal

SUPERVISES: Students

CONTRACT DAYS: 205 days

SALARY: Salary is based on appropriate step on the approved OCS salary schedule.

EVALUATION: Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

JOB GOAL: To assist and coordinate general office procedures and records for the efficient operation of the school while serving as liaison between school administration, staff, students, parents and visitors.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Attend school during assigned hours.
2. Regular and predictable attendance.
3. Adhere to school system rules, administrative procedures, local board policies, and state/federal laws.
4. Attend faculty and other assigned meetings.
5. Participate in the State Board and system required in-service and professional development.
6. Assists in implementing all policies and rules governing student life and conduct.
7. Perform reasonable duties necessary for the safe and effective operation of the school.
8. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
9. Exhibit positive human relation skills and professional ethics.
10. Demonstrate proficiency in written and oral communication.

- PHYSICAL DEMANDS:** Requires sufficient physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.

DATE OF LAST REVISION: 05/15/25

Oneonta City Schools is an equal opportunity employer and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, creed, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Printed name of employee/applicant

Signature

Date: