

**OCEAN SPRINGS SCHOOL DISTRICT**  
**UPPER ELEMENTARY**  
**ANNOUNCEMENT OF POSITION OPENING**

<b>SECRETARY</b>
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**Any qualified persons are encouraged to apply online at the Ocean Springs School District website: [www.ossdms.org](http://www.ossdms.org) and by e-mailing your request to Mrs. Susan Dollar, Principal, Upper Elementary at [sdollar@ossdms.org](mailto:sdollar@ossdms.org)**

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**POSITION AVAILABLE:** Immediately

**QUALIFICATIONS:**

- High School diploma or greater
- Ability to maintain full confidentiality
- Experience as a secretary
- Commitment to student-centered learning
- Skilled in the use of computer software to perform word processing
- Reliable attendance and work ethic
- Competent in office operations to include typing, filing, record keeping, and office equipment operations and bookkeeping
- Competent use of business English, office policies, and procedures
- Maintain and meet OSSD timelines
- Strong written and oral communication skills; grammar, spelling and punctuation
- Interpersonal skills in working with students, teachers, professional colleagues, administration, parents, and community
- Other requirements as outlined by the Board and by Administration
- Good physical condition with ability to lift 10 pounds

**JOB GOAL:** To assist principal in facilitating the efficient operation of the office.

**SALARY:** Commensurate with Ocean Springs salary schedule for classified positions for the 2018-2019 school year.

**TERMS OF EMPLOYMENT:** 210 - 220 days per school year - Classified/Non-Exempt

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*Any person desiring to transfer within the system must adhere to School Board Policy GBE.*

*The Ocean Springs School District employs qualified applicants without regard to race, religion, color, sex, national origin, age, marital or veteran status, or the presence of non-related medical condition or handicap.*