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# Tuscarawas Central Catholic Elementary School

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## Employment Opportunity

**Date:** April 16, 2018

**Office:** School Office

**Position:** Secretary

**Deadline:** May 11, 2018

**Status:** Fulltime

**Practicing Catholic:** Preferred

**Position Summary:** Tuscarawas Central Catholic Elementary School in Dover, is seeking a school secretary for the 2018-19 school year. Under the direct supervision of the Principal, this position provides administrative support to the Principal and assists teachers, parents and visitors as requested; performs clerical/receptionist duties and other duties as assigned. The position is expected to use personal judgment in carrying out routine duties and responsibilities of the school.

**Job Responsibilities:** The secretary maintains school and student records, ensures the smooth daily operation of the school, and helps create a positive relationship with parents, students, and visitors.

**Qualifications for the position:** An understanding of communications and the Catholic perspective; the ability to relate to the public in a positive manner; the ability to be flexible to adapt to changing needs; excellent reading skills and communication skills. General knowledge/experience of office equipment, Microsoft software applications (Microsoft Word, Microsoft Outlook, and Excel), typing, and data entry is required. A minimum of two years prior experience in an office setting, keyboard, and computer experience is required. Bi-lingual is preferred.

Offer of position is contingent upon successful completion of a mandatory background screening and the VIRTUS "Protecting God's Children" program. Salary is commensurate with education and experience. Benefits are according to Diocesan policy.

Send cover letter, resume, and references to Matt Ritzert, Principal, by Friday, May 11, 2018 at [mrizert@cducation.org](mailto:mrizert@cducation.org).