

TITLE: Administrative Assistant to the Superintendent's Office

EMPLOYMENT STATUS: Full Time - 260 days; Non-Exempt

PAY GRADE: Administrative Support Staff, Grade 2

REPORTS TO: Superintendent

QUALIFICATIONS: To be qualified for this position, applicants must possess:

- Minimum of High School diploma required.
- Associate's degree in Business or related field **OR** equivalent combination of certifications/education and/or experience preferred;
- Extremely proficient in Microsoft Office Suite or similar software with the ability to learn new or updated software, software credentials/certifications preferred;
- Computer skills in the creation of presentations in addition to typing/keyboarding skills;
- Willingness and ability to work as a team member;
- Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;
- Professional tact, confidentiality, and diplomacy in presentation with administration, staff, teachers, students, parents, and the community;
- Valid drivers' license, reliable transportation, and vehicle insurance;
- History of strong work record, including good job attendance; and
- Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.

GENERAL DESCRIPTION:

The Administrative Assistant to the Superintendent's Office will provide high-level administrative support to the Superintendent's office.

ESSENTIAL FUNCTIONS:

- Work cooperatively in preparation of the meeting schedule and maintenance of appointments for the Superintendent;
- May conduct research (within skills and expertise) to assist with projects, meetings and/or inquiries in preparation for meetings/initiatives;
- Assist in managing the office's budgets including but not limited to generating requisitions, monitoring purchase orders, and processing monthly purchasing card reconciliation;
- Draft letters, memos, invoices, reports, and other documents;
- Receive incoming communications on behalf of Superintendent's office, review content, determine importance, and summarize and/or distribute contents to appropriate staff;
- Process and prepare the board agenda and Superintendent's reports for all Board of Education meetings;
- Makes arrangement for travel and conferences for the superintendent's office and board members;

- At the direction of the Superintendent, document meeting notes and actions for Executive Leadership Team meetings;
- Welcome visitors and assist them expediently;
- Prepare, process, and maintain expulsion-related documentation, including notices, correspondence, hearing packets, and records, ensuring accuracy, confidentiality, and compliance with district policies and legal timelines;
- Coordinate clerical aspects of expulsion proceedings, such as scheduling hearings, preparing agendas and materials, distributing required notices to parents/guardians and staff, and maintaining official calendars and logs;
- Maintain secure and organized expulsion records, including filing, tracking deadlines, updating databases, and responding to authorized requests for records in accordance with FERPA, district procedures, and applicable laws;
- Attend staff meetings/events, student ceremonies, trainings, and Board of Education meetings as requested;
- Complete, submit/utilize reports and forms as the position requires;
- Maintain records and files as required;
- Respond in a timely manner to requests for information and assistance;
- Perform usual and customary office procedures;
- Maintain appropriate inventory of supplies;
- Maintain high standards of ethics, honesty and integrity in all matters;
- Maintain confidentiality in district matters;
- Report the presence of unauthorized or atypical visitors;
- Project a positive attitude with all encountered, as well as in support of career technical education;
- Model non-discriminatory practices in all activities;
- Use computers and other office machines to accurately input, retrieve and manipulate data to generate and transmit reports and correspondence;
- Achieve and maintain technological proficiency with district operating systems and programs;
- Continuously update and improve professional skills;
- Confer with supervisor regarding progress, concerns, and recommendations;
- Understand, comply with, and advocate all Board policies, key processes, administrative guidelines regarding day-to-day operations;
- Comply with state and federal regulations that pertain to the position (e.g. OSHA, ORC);
- Arrive on time to work each regular work day;
- Be in attendance every regular work day, excluding long-term illnesses, maternity/ paternity leaves, and other unique circumstances;
- Plan and organize own work to prioritize activities;
- Meet deadlines (daily, weekly, monthly, quarterly, yearly);
- Be cognizant of the work schedule and calendar and to schedule leave accordingly;
- Be adaptable and flexible with changes, updates, processes, and procedures; and
- Perform other tasks, consistent with the position, as may be assigned.

OTHER DUTIES AND FUNCTIONS:

- Serve as a role model for staff and students in how to conduct themselves as citizens and as responsible, intelligent human beings;
- Help instill in students the belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures, building policies and procedures, office procedures and machines, secretarial techniques and procedures, public relations, and state reporting procedures.

Ability to: Interpret policies, procedures and regulations; follow instructions; communicate effectively; maintain files and reports; collect data; schedule; operate office equipment and systems, including creating and retrieving electronic mail on a regular basis; lift moderate amounts of weight up to 50 pounds; and maintain equipment.

Skill in: Basic math, English, and communications, use of computer and appropriate software (Microsoft Office or equivalent), copier, fax, postage scale and meter, telephone system, calculator, and other customary office equipment.

EQUIPMENT OPERATED:

Computer, printer, copier, scanner, fax, postage scale and meter, telephone system, calculator, and other customary office equipment.

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to inclement weather driving conditions; heavy equipment, interaction with unruly children and adults; dust, hazardous chemicals, blood borne pathogens, and other contaminants; attend functions or perform duties outside of normal working hours; travel to other facilities for professional duties.

Frequent: Moving and lifting supplies and materials up to 50 lbs.; seated computer/desk work; working under time constraints; operation of computer and related office equipment; exposure to moderate to loud noise levels. This position is largely sedentary; however, requires ability to lift files, open drawers, bend, push, pull, walk, and stand as necessary. Regularly required to talk and hear.

Employees are required to follow all district safety rules and procedures and participate in school safety training when requested.

Access to a mobile phone is expected/typical for timely communication, including calls, emails, and text messages related to work responsibilities.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

EVALUATION:

Staff shall be evaluated in accordance with Board Policy.