

Educational Service Center of Medina County

Job Description

Title: **Administrative Assistant to Superintendent**

Reports To: Superintendent

Supervises: Secretarial staff as designated by the superintendent

FLSA Status: NON-EXEMPT

Qualifications:

- Holds a high school diploma or equivalent.
- Demonstrates high degree of knowledge of office skills including: business English, typing, word processing, math, filing, and receptionist.
- Demonstrates a sincere desire to aid all staff members and the community.
- Demonstrates and maintains good health, high moral character, and a good attendance record.
- Has at least five years of experience as a secretary.
- Possesses a valid Ohio driver's license.
- Completes documented evidence of a clear criminal record.

Description:

Serves as secretary to the superintendent, supervises secretarial staff, and handles correspondence and memos originating in the office.

Key Functions:

Ethical and Professional Attributes and Behaviors:

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.

9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent.

Vision, Continuous Improvement, and Focus of Work:

1. Assists the Superintendent in the formation and implementation of the Service Center's strategic planning process.
2. Attends Governing Board meetings and prepares such reports for the meetings as requested by the Superintendent.
3. Chairs appropriate countywide committees.
4. Services upon assignment by the Superintendent as a resource person to Medina County school districts.
5. Works cooperatively with the Superintendent and the Treasurer in investigating and securing alternative funding sources for the Service Center.
6. Works cooperatively with the Superintendent and the Treasurer in developing and administering the annual budget.
7. Serves as a member of the Service Center's Administrative Team.
8. Researches, writes, and administers grants that are related to the Service Center or its customers.
9. Serves as a liaison to all social, professional, civic, volunteer, and community agencies regarding educational issues.
10. Assists in the recruiting, interviewing, and orientation of new ESC employees.
11. Serves as an ESC liaison with statewide committees and networks.

Essential Functions:

1. Assists the superintendent in general administrative operations.
2. Serves on such lay or staff committees as the superintendent may direct.
3. Assumes such scheduling, coordinating, budget development, and clerical functions as the superintendent may assign.
4. Attends meetings as assigned by the superintendent.
5. Prepares and reviews reports as assigned by the superintendent.
6. Reports regularly to the superintendent on any developments or problems within the district coming to his/her attention and requiring the superintendent's awareness or action.
7. Oversees the local contact person for teacher certification/licensure.
8. Operates all office equipment, including computer, copier, fax machine, and scanner.

Secretarial Responsibilities:

1. Maintains respect at all times for confidential information.
2. Handles written communications.
3. Types all correspondence for home schooling; maintains files.

4. Prepares material and correspondence for regular Board Meetings, All-County Boards Meeting, and Superintendents' Meetings.
5. Types news releases.
6. Maintains an adequate system of filing.
7. Acts as receptionist (answering telephone and greeting visitors) when necessary.
8. Maintains appointment calendar and travel schedule for the superintendent.
9. Arranges conferences and meetings for the superintendent.

Other Duties and Responsibilities:

Performs other secretarial/administrative duties as assigned by the superintendent.

Additional Working Conditions:

1. Potential exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather/driving conditions.
3. Potential interaction among unruly children.

Required Training:

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted: July 23, 2012
Revised by Governing Board: November 19, 2018