

# *Educational Service Center of Medina County*

## **Job Description**

**Title:** Secretary

**Position:** Special Needs Initiatives Department Secretary

**Reports To:** Administrative Assistant to the Superintendent/Departmental Administrator

**Supervises:** N/A

**FLSA Status:** NON-EXEMPT

### **Qualifications:**

- Holds high school diploma or equivalent as approved by the Superintendent.
- Displays a high degree of knowledge of office skills, including keyboarding, word processing, financial practices and procedures, filing, and receptionist. Specific knowledge, skills, and abilities are as follows:
  - Keyboarding skill of at least 40 words per minute
  - Ability to communicate ideas and directives clearly and effectively both orally and in writing
  - Effective, active listening skills
  - Good organizational and problem-solving skills
  - Ability to generate correspondence independently
  - Ability to communicate effectively with all types of people
- Exhibits a basic to intermediate knowledge of and ability to utilize designated spreadsheet and database software.
- Exhibits a basic knowledge of and ability to operate modern office equipment.
- Demonstrates competency in spelling and grammar skills.
- Demonstrates a sincere desire to aid all students, staff, and the community.
- Demonstrates and maintains high moral character and a good attendance record.
- Takes directions and follows through in a timely manner.
- Works with little or no supervision.
- Works effectively with others (e.g., coworkers, supervisors, and Governing Board members).
- Prioritizes and completes job assignments from multiple supervisors.
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license.

### **Description:**

Performs essential secretarial duties as assigned.

## **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 and all other supervisors.

### **Essential Functions:**

1. Maintains respect at all time for confidential information.
2. Displays professional conduct with the public and others requiring tact and diplomacy.
3. Demonstrates accuracy and efficiency in dealing with clients and members of the public.
4. Answers the telephone and handles questions and requests in a courteous, tactful, prompt, and correct manner.
5. Greets visitors—directing them to the appropriate staff member or department and/or answering their questions/addressing their concerns.
6. Compiles statistics when necessary.
7. Updates ESC Website articles and calendar events on a timely basis.
8. Operates and maintains (as required) all office equipment.
9. Handles routine correspondence independently.
10. Interacts in a positive manner with staff, students, and parents.
11. Attends meetings and in-services as required.
12. Prepares correspondence and documents using the appropriate computer software.
13. Organizes and maintains all files, reports, and records associated with assignment.
14. Performs any and all duties as assigned.

**Duties and Responsibilities:**

1. Prepares and duplicates correspondence, programs, courses of study, fliers, contracts, forms, certificates, press releases, business cards, agendas, and so forth as requested.
2. Prepares and maintains all student files and databases.
3. Places phone calls as requested.
4. Answers phone calls and records appropriate messages.
5. Inputs information into and retrieves information from various computer resources.
6. Redesigns, prints, and distributes all forms used by the Department of Special Needs Initiatives.
7. Prepares and designs layout of various publications for any program in the Department of Special Needs Initiatives.
8. Assists staff in Department of Special Needs Initiatives in any additional capacity as requested, e.g., reserving conference rooms, gathering materials, ordering refreshments, and setting up meeting room.
9. Assists in coordinating such projects as Special Education Forum, Special Education Directors' meeting, and/or any other project that the Director of Special Needs Initiatives coordinates.
10. Maintains respect at all times for confidential information, e.g., custodial papers, IEP's, birth certificates, social security numbers, grades, health issues, and court documents.
11. Responds to routine questions and requests in a timely and appropriate manner.
12. Orders supplies for all programs in the Department of Special Needs Initiatives.
13. Performs bulk mailing (Special Education Forum, employee evaluations, etc.).
14. Arranges the travel and hotel accommodations for the staff in the Department of Special Needs Initiatives.
15. Serves as a substitute A.M. Transportation Department dispatcher.
16. Serves as a substitute van driver when needed.

**Other Duties and Responsibilities:**

1. Handles mail appropriately (e.g., opening, sorting, and distributing).
2. Sends e-mail, voice mail messages, and/or faxes upon request.
3. Closes the office when needed.
4. Checks main voice mailbox as needed.
5. Provides an accurate accounting for all monies received.
6. Serves as a role model for students.
7. Communicates with Treasurer's office to order and maintain an adequate inventory of office supplies.
8. Organizes meetings as required (including, but not limited to, scheduling, inviting participants, reserving a meeting room, and preparing an agenda and meeting minutes).
9. Maintains electronic calendar.
10. Promotes good public relations by personal appearance, attitude, and conversation.
11. Designs, prints, and distributes forms used by the ESC as directed.
12. Submits requisitions and other ESC-required reports and requests on a timely basis.
13. Completes special projects as requested.

**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.
4. Frequent repetitive hand motion (e.g., computer keyboarding, typing).
5. Frequent interruption of duties by visitors, staff, students, and/or telephone.
6. Occasional requirement to lift and carry up to a maximum of 20 pounds.
7. Occasional requirement to push and pull up to a maximum of 100 pounds (e.g., copier, tables).

**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: November 19, 2012**  
**Revised by Governing Board: November 19, 2018**