

Educational Service Center of Medina County

Job Description

Title: Secretary

Position: Personnel Department Secretary

Reports To: Personnel Department Supervisor

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. Opens and date stamps mail.
2. Receives, organizes, and maintains electronic and hardcopy application materials.
3. Maintains electronic and hardcopy files in accordance with records retention policies.
4. Prepares files appropriately for archival/disposal.
5. Assists all paraprofessionals in maintaining a current aide certificate (local districts only).
6. Assists all certificated employees in maintaining a current certificate/license.
7. Remains current with ODE licensure/permit requirements.
8. Updates and maintains files for teachers in the three local districts.
9. Sends teacher information to three local districts.
10. Updates IPDP files of teachers in three local districts (when needed).
11. Sends a letter with a list of all the requirements a new teacher needs to complete his/her file for the local districts.
12. Sends monthly letters to new teachers to remind them of the missing requirements needed to complete their files for the local districts.
13. Sends a copy of the completed requirements of new teachers to the local districts in which they were hired.
14. Keeps an electronic log of the new teacher information and requirements for the local districts.
15. Sends all the original paperwork of new teachers to city districts as requested.
16. Disburses information to potential substitutes.
17. Maintains and updates all electronic and hardcopy substitute files.
18. Collects all substitute teacher pre-employment paperwork.
19. Compiles information and distributes a substitute list to all seven school districts bi-monthly.
20. Issues the Substitute List to the Superintendent bi-monthly.
21. Answers any questions concerning substituting.
22. Sends information to the districts concerning the current individual substitutes.
23. Schedules, plans, and facilitates monthly training classes for substitute teachers as directed by instructors.
24. Uses the online substitute management system daily and proficiently to maximize fill-rated for clients.
25. Works cooperatively with the Directors of Personnel and Technology to facilitate staff and substitute trainings.
26. Assists staff and substitutes with training process as needed.
27. Tracks required trainings for completion and notify supervisors/superintendent as requested when trainings are in arrears.
28. Completes WebCheck or fingerprint process for clients.
29. Works with BCI when necessary on problems with fingerprints not being returned promptly.
30. Works with BCI and technology department on WebCheck system.
31. Uses Internet – Job Postings Ohio only for district teachers
JOBS@LISTSERV.OECN.K12.OH.US
32. Sends job postings to colleges and universities
33. Sends job postings to superintendents
34. Sends job postings to Educational Service Centers
35. Sends job postings to specialty departments

36. Sends job posting to cable television and newspapers for Medina County Schools' ESC employees, bus drivers, and substitutes.
37. Creates flyers for administrative job positions.
38. Posts job openings on Applitrack.
39. Searches for applicants on Applitrack.
40. Answers personnel calls.
41. Assists applicants who come into the office.
42. Informs applicants about openings in the districts.
43. Assists parents and administrators with tutor information.
44. Orders supplies for the Personnel Department.
45. Updates forms and informational materials as directed.
46. Learns and utilizes software and online computer programs efficiently and effectively to manage personnel functions as assigned.
47. Maintains current and accurate information for the Personnel Department on electronic media, including, but not limited to, the ESCMC Website and Facebook

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