

**NORTON BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Secretary/Administrative Assistant to the Superintendent

Reports to: Superintendent

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: In general, to oversee the efficient and effective operation of the Administration Office and specifically to assist the Superintendent in all matters relating to their job.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Abides by all policies and regulations established by the Norton City Schools Board of Education
- Ensure safety of students
- Perform duties of receptionist by answering telephone calls, recording appropriate messages, sorting/distributing mail, and greeting visitors
- Operate all office equipment including copier, fax machine, and computer
- Assist in the maintenance of the uniform filing system for all information and other pertinent data
- Handle routine correspondence independently
- Input information into and retrieve information from computer
- Type, assemble, and distribute personnel directory
- Prepare and maintain all files for the Superintendent
- Type, copy, assemble, and distribute the Board agenda and materials for each monthly board meeting
- Type, copy, assemble all public relation materials issued by the Superintendent's office
- Maintain files on substitute teachers
- Print and distribute all forms used by the school district
- Maintain appointment calendar, travel schedule, and travel accommodations for Superintendent
- Maintain respect at all time for confidential information, e.g., personnel files and evaluations
- Arrange conferences and meetings for Superintendent
- Maintain and distribute negotiated agreements
- Type all correspondence and reports
- Order and maintain office supplies
- Process and distribute teaching certificates and maintain file of certification updates/qualifications
- Make contacts with the public with tact and diplomacy
- Update all new and/or revised policies
- Performs district fingerprinting (Webcheck)
- Open and sort mail
- Prints forms, brochures, and booklets as directed
- Prepares letters, reports, requisitions, and other documents; proofs for accuracy
- Performs routine office duties
- Maintains listing of all district traveling teachers and payments
- Interact in a positive manner with staff, students, and parents
- Promote good public relations by personal appearance, attitude, and conversation
- Maintains current Ohio Department of Education OEDS/CORE staff
- Type minutes for administrative team meetings
- Maintain up to date information on classified staff pay rates
- Create, post, distribute district job postings and attends bid meetings
- Performs secretarial duties for the Norton Professional Development Committee (NPDC)
- Keep up to date/current listing of all district employee phone numbers

Terms of Employment:

1. Twelve Months
2. 8 Hours
3. Salary as per secretarial schedule for administrative office personnel
4. Fringe benefits as approved by the Board of Education
5. Vacation and holidays as per agreement with support staff for twelve month employees

Evaluation:

1. Performance of this job will be evaluated in accordance with provisions of the Board's policy

Approved by: Norton City Board of Education
Adoption date: January 9, 2023