

<b>Position:</b>	Secretary/Administrative Assistant to the Superintendent
<b>Reports to:</b>	Superintendent
<b>Employment Status:</b>	Regular/Full-time
<b>FLSA Status:</b>	Non-Exempt
<b>Description:</b>	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.
<b>NOTE:</b>	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
- Assist in the maintenance of the uniform filing system for all information and other pertinent data
- Handle routine correspondence independently
- 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
- 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
- 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 and/or revised policies
- Performs district fingerprinting (Webcheck)
- 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

**Other Duties and Responsibilities:**

- Perform other duties as assigned by Superintendent

**Qualifications:**

- High School diploma or general education degree (GED)
- One year related experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective active listening skills
- Organizational and problem solving skills
- Excellent computer skills
- General bookkeeping skills
- Ability to generate correspondence independently
- Ability to operate office equipment

**Equipment Operated:**

- Calculator
- Computer/printer
- Copy/fax machine
- Binding machine
- Telephone/cellular phone
- Postage Meter

**Additional Working Conditions:**

- Exposure to blood, bodily fluids, and tissue
- Operation of a vehicle under inclement weather conditions, i.e., being prepared to come to work on all scheduled workdays, including calamity days
- Interaction with staff/students
- Requirement to travel to meetings
- Occasional requirement to work overtime, e.g., evenings, weekends
- Repetitive hand motion, e.g., computer keyboard

**Terms of Employment:**

1. Twelve Months
2. Hours Per Job Posting
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

ApApproved by:                      Norton City Board of Education  
Adoption date:                      February 13, 2023