

ZANESVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION

TITLE:	ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT'S OFFICE	REPORTS TO:	Superintendent
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TRAINING QUALIFICATIONS

- High school diploma or GED equivalency
- Pass a series of typing, word processing and grammar tests
- Have working knowledge of basic office procedures and the operation of common office equipment, machines and computers
- Previous experience as a secretary preferred
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REQUIRED SKILLS AND ABILITIES

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

PERSONAL QUALIFICATIONS

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

JOB GOAL

To assist and relieve the superintendent of paperwork so that he/she may devote maximum attention to the central tasks of education and educational administration

WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:
 Revision date:

POSITION NO. 4.01

- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

PSAA UNION STATUS: Exempt

DUTIES AND RESPONSIBILITIES

1. Serves as administrative assistant to the superintendent
2. Types correspondence (reports, notices, and recommendations, etc.)
3. Prepares Board of Education agenda and related materials
4. Prepares minutes from Board of Education meetings and posts the minutes in BoardDocs archives
5. Revises yearly, and coordinates the publication and distribution of the district staff directory
6. Obtains, gathers, and organizes pertinent data as needed, and puts it into usable form
7. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed
8. Places and receives telephone calls, and records messages
9. Orders and maintains supplies as needed
10. Performs any bookkeeping tasks associated with the specific position
11. Maintains a schedule of appointments and makes arrangements for conferences and interviews
12. Welcomes visitors and arranges for their comfort
13. Assists other district office personnel as needed
14. Holds all confidential information in which he/she has knowledge of in the truest confidence, as required by law and utilizes confidential information obtained by he/she only for the benefit of the employee or student or in performance of his/her job responsibilities
15. Performs other duties as assigned by the superintendent

TERMS OF EMPLOYMENT	260 contract days
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