

ZANESVILLE CITY SCHOOL DISTRICT  
**JOB DESCRIPTION**

<b>TITLE:</b>	<b>ADMINISTRATIVE SECRETARY IN THE WELCOME CENTER</b>	<b>REPORTS TO:</b>	Assistant Superintendent or designee
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**TRAINING QUALIFICATIONS**

- High school diploma or GED equivalency
- Pass a series of typing, word processing and grammar tests
- 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 assistant superintendent or designee of paper work so that he/she may devote maximum attention to the central activities of student services

**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. 4.12

- 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

DUTIES AND RESPONSIBILITIES

1. Types correspondence, reports, notices and recommendations
2. Prepares Board of Education materials as needed
3. Obtains, gathers and organizes pertinent data as needed, and puts it into usable form
4. Serves as support to the district's attendance/truancy officer
5. Responsible for all Welcome Center activities (enrollment, schedule appointments, meet with parents, enter data into student database, notify previous school, bus company and current school of new information, address changes)
6. Greet and welcome all new families to the district
7. Maintain paperwork for 60-day, 90-day, Friends & Family, custody, grandparent POA (Power of Attorney), foster, residency, names changes, and homeless
8. Follow up on non-resident and non-custodial issues
9. Maintains a regular filing system, as well as a set of confidential files
10. Answers and returns telephone calls
11. Serves as a back-up to the transportation company in interpreting attendance boundaries
12. Maintain a street listing database
13. Calculate and track tuition
14. Create the kindergarten registration schedule
15. Track the kindergarten program accreditation verification
16. Make and update address changes
17. Update student data in student information system
18. Provide EMIS (Educational Management Information Services) support to EMIS coordinator
19. Track intra-district and external open enrollment
20. Assist with E-MAD
21. Monitor SF-14's/tuition from other districts
22. Data enter free and reduced lunch information
23. Data enter career tech/academically disadvantaged information
24. Data enter Title I codes
25. Support EMIS coordinator in HQT (Highly Qualified Teacher) tracking
26. Enter gifted and ESL (English as a Second Language) data
27. Performs other duties as assigned by the assistant superintendent or designee

TERMS OF EMPLOYMENT	260 contract days
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