

ZANESVILLE CITY SCHOOL DISTRICT  
**JOB DESCRIPTION**

TITLE:	<b>ADMINISTRATIVE SECRETARY IN THE DEPARTMENT OF TECHNOLOGY</b>	REPORTS TO:	Director of Instructional Technology and Technology Supervisor
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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
- Knowledge of school management procedures and processes
- 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 the technology staff with administrative duties so that they may devote maximum attention to providing technology support for instructional and administrative operations in the school district

**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

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.

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- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing
- 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. Maintains an accurate filing system for correspondence and other office materials
2. Receives and routes incoming calls and mail to the appropriate technology staff member
3. Coordinates training related to functionality and features of the student information system.
4. Prepares final drafts of correspondence or reports as directed by the director of technology
5. Provides end-user support for users of the student information system
6. Maintains appropriate bookkeeping functions to log maintenance and repairs, purchases, mileage reimbursement, and others as needed
7. Enters credit detail and assessment scored for newly enrolled students and students attending the Pickerington Community School
8. Manages the processes of course grade calculations and posting grades to transcripts
9. Handles the shipping and receiving of all technology parts and supplies
10. Enters requisitions and tracks status of all technology purchases
11. Assists with clerical tasks associated with the student information system and related applications
12. Works with the Database Analyst to ensure appropriate access to student data for all users of the students information system
13. Handles the creation and maintenance of user accounts for staff and students on district hardware and software applications
14. Maintains the staff directory on the district website and staff user accounts on the district web server
15. Assists district attendance secretaries with maintenance of attendance data
16. Assists with entering credit details for courses
17. Manages SF-14, CS-ADM, and EMAD information
18. Assists with data entry of student information for reporting purposes
19. Assists EMIS Coordinator with reporting period error report corrections
20. Manages the purchasing of consumables for printers, projectors and other technology equipment
21. Maintains an accurate inventory of all technology hardware and software, including licenses, serial numbers, renewal dates, etc.
22. Assists with troubleshooting, maintenance and support of the district telephone system
23. 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
24. Performs other specific duties as assigned by the Director of Instructional Technology and Technology Supervisor

<b>TERMS OF EMPLOYMENT</b>	221 contract days
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