

**ZANESVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE:	ADMINISTRATIVE SECRETARY IN THE DEPARTMENT OF TEACHING AND LEARNING	REPORTS TO:	Director of Teaching and Learning
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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 desired
- 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 Department of Teaching and Learning advisors of paper work so that he/she may devote maximum attention to the central activities of instruction and curriculum

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.

- Frequent work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue

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. 4.11

- 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, etc.
- 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. Inputs and monitors purchase orders and budgets
3. Maintains a schedule of appointments and makes arrangements for conferences and interviews
4. Welcomes visitors and arranges for their comfort
5. Assists other teaching and learning and district office personnel as needed
6. Monitors and maintains accurate gifted student identification information
7. Assists elementary and middle school counselors with gifted identification procedures
8. Provides updated information of identified gifted students to appropriate buildings
9. Assists in preparing, distributing and maintaining documentation of gifted Written Education Plan
10. Assists in maintaining information about district wide identification for visual and performing arts
11. Obtains, gathers, organizes, and inputs all gifted student data required for state reporting
12. Orders and distributes state and district standardized testing materials
13. Obtains, gathers and organizes student testing data
14. Distributes testing data as needed
15. Prepare and distribute District Assessment Calendar
16. Obtain, gather and organize all test data as required for EMIS (Educational Management Information System) and state reporting
17. Monitors and maintains LEP (Limited English Proficient) database with accurate student identification information
18. Administers MAC II testing to new students for assessment purposes
19. Provides updated information of LEP students to appropriate buildings/teachers
20. Obtains, gathers, organizes, and inputs all LEP student data required for state reporting
21. Contacts agencies to secure translators/interpreters for conferences
22. Maintains professional development database and monitors progress
23. Maintains databases for classes, workshops, enrichment, intervention, summer physical education, flex credit, new credit, Summer Academy and Summer OGT (Ohio Graduation Test) Intervention and Testing
24. Maintains the department website
25. Performs other specific duties as assigned

TERMS OF EMPLOYMENT	260 and/or 221 contract days
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