



**Cuyahoga Falls City School District**  
"Every Student, Every Day, Every Opportunity!"

**April 21, 2026**

**SCHOOL YEAR:** 2025-2026  
**WORK LOCATION:** BUSINESS OPERATIONS CENTER  
**POSITION:** ADMINISTRATIVE ASSISTANT TO A DIRECTOR  
**SALARY:** \$54,000 – \$61,000 (BASED ON EXPERIENCE AND ACADEMIC CREDIT)  
**APPLITRACK JOB ID:** 2046

**Additional Information:**

- Chief responsibility will be working with the following departments: Food Services, Maintenance, Transportation, Safety and Technology.
- 8.00 hours per day
- 12 Month Work Calendar including 13 paid holidays
- Duties involve frequent interaction with administrators, other staff members and the public – See enclosed job description
- This position is included in the Exempt classification employees and will receive benefits according to the most recent Board approved *Exempt Staff – Employee Handbook*.

**Qualifications:**

- High School diploma or equivalent
- Three or more years of increasingly responsible secretarial experience preferred
- Must undergo a successful background check (BCI/FBI) and drug screening

**Applications will only be accepted via AppliTrack.** Please be advised that we will no longer accept letters of interest for positions in a paper format, nor will they be accepted in an email.

**Applications accepted as follows:**

Internal/External Applications: 04/21/2026  
Deadline for all applications: 05/04/2026 or until filled

**EQUAL OPPORTUNITY EMPLOYER**

The Cuyahoga Falls Board of Education has dedicated itself to providing equal admission opportunities, equal education opportunities, and equal employment opportunities. It is the policy of the Board that no staff member, or candidate for a position, in this district shall, on the basis of race, color, religion, military status, national origin, creed or ancestry, age, sex, actual or perceived gender, actual or perceived sexual orientation, marital status, disability, or genetic information be discriminated against. Upon request to the Director of Human Resources, the District shall make reasonable accommodations for a person with a disability to be able to participate in this process.

Preferential consideration will be given to those applicants who are properly certified/licensed, and have met all federal and state statutory requirements of "highly qualified," in the core academic areas. All applicants must apply for the position and submit any supporting materials via the AppliTrack system. Simply click on the employment button on the district web site then go to "All Vacancies." If you wish to apply for this vacancy, click on "Apply," and complete the online application. **If you are an internal candidate, please apply under Internal Candidates.**

Note to Secretaries: Please print and post in the main office and cafeteria. Thank you!