



SOUTH WESTERN
CITY SCHOOLS

614-801-3000



www.swcsd.us



3805 Marlane Drive
Grove City, OH 43123



JOB DESCRIPTION

Revised: October 2026

JOB TITLE: EXECUTIVE SECRETARY OF SUBSTITUTES/INTERNAL
COVERAGE IN HUMAN RESOURCES

REPORTS TO: Assigned Administrator in Human Resources

FLSA Status: Exempt

JOB GOAL: Provide secretarial and related support services

QUALIFICATIONS:

- High School Diploma or equivalent
- Associates Degree preferred
- At least three years of secretarial experience
- Demonstrated ability to operate modern office equipment
- Experience with Google Suite, Microsoft Office Suite, Canva, Adobe, SCview, Frontline and a willingness to learn new technologies and methods.
- Demonstrated organizational and effective communication skills
- Demonstrated customer service skills
- Able to work independently
- Able to think outside the box and embrace change
- Ability to multitask and prioritize duties to perform expected outcomes.
- Proven capacity to handle high-volume, deadline-driven projects while providing positive customer experience.

Essential Functions:

The following is a list of specific duties which are considered to be essential functions of this job. The list is not exhaustive, nor will all of the duties specified be required at all times. This is consistent with

the need to be flexible and responsive to the needs of families served by the District. The employee who occupies this position is expected to assume any/all duties assigned by the Superintendent or the employee's immediate supervisor, irrespective of whether such duties are specifically included in this list. While an effort has been made to thoroughly describe the customary manner in which this job is performed, reasonable accommodation will be made for qualified individuals with disabilities who may not be able to perform the job in the manner indicated.

- Treat customers with courtesy and respect, customers include staff, parents, students and the general public.
- Creates and updates documents as needed and assigned
- Maintains communication with all via telephone, email, or other written correspondence
- Provides contractual information as requested for both SWEA and OAPSE
- Maintains confidentiality of information which he/she has access
- Develops an efficient organization and filing system to address all required tasks
- Prepares reports, records, letters, meeting minutes and calendars, etc..., as directed
- Able to organize substitute coverage for certificated and classified employees, internal coverage documents, transcripts, certifications and does so in a way that is efficient for customers.
- Participates in budget and office preparation as requested
- Contributes to the monthly board agendas
- Makes decisions following established guidelines
- Knows when to seek guidance from supervisors when facing difficult situations or decisions
- Performs other duties as assigned

The South-Western City School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category in its programs and activities, including employment opportunities.