

Educational Service Center of Eastern Ohio
Employee Position Description & Responsibilities

Position Title:	Administrative Assistant
Category:	Classified; Bargaining Unit ineligible; FLSA exempt.
Contract:	Initial one year contract; contract days as determined by the Governing Board; other terms and conditions of employment as per the O.R.C., and/or Board Policy.
Compensation:	Salary, insurance coverage, and fringe benefits as per the current Board adopted policies and schedules, with placement for granted education, experience, and responsibility.
Education/Degree:	Associate degree required; Bachelor's degree preferred
Reports To:	Superintendent of ESCEO
Supervises:	N/A
Job Goal:	In summary, this position is responsible for the efficient and effective operation of the Superintendent's Office in an efficient, courteous, and professional manner.
Qualifications:	The following qualifications are considered as guidelines: • Experience in an executive secretarial position preferred. • Proficiency with computer applications, including Microsoft Office, Google Workspace, and software/programs. • Working knowledge of basic office procedures and operation of common office equipment and machines. • Skills and abilities to write and speak effectively. • Abilities and attributes to promote positive internal and external customer relations, including creating effective interpersonal relationships and projecting a professional image. • Alternatives to the above as approved by the Governing Board.

PERFORMANCE RESPONSIBILITIES: All duties will be performed for the office of the Superintendent of the ESC of Eastern Ohio, Valley Virtual Remote Learning Academy, and Teaching and Learning Department.

1. Maintains absolute confidentiality in all communications to and from the Superintendent and Governing Boards.
2. Maintains Superintendent calendar and secures meeting rooms when appropriate.
3. Attends admin. staff meetings and coordinates information with member Superintendents.
4. Approves online workshop registrations for Governing Board.
5. Registers all Governing Board members and administrative team members for conferences and coordinates travel plans and reservations.
6. Prepares the official Governing Board agenda, meeting notices, and correspondence for the Governing Board.
7. Distributes Board-approved contracts, maintains files of Board approved business and notifies appropriate individuals of Board action (approval).
8. Prepares agenda and documents for monthly member Superintendent meetings.

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9. Prepares ESC and district calendars templates.
10. Schedules interviews as requested by the Superintendent.
11. Assists with the coordination of the Administrator Conferences and ESCEO August Opening Day.
12. Compiles Staff Department Lists/Administrative Lists/Superintendent Contact List/School Counselors List.
13. Maintains member Superintendent "Emergency Call Information".
14. Coordinates the Canfield Fair - Educational Hall, Artwork, and Cheer/Band Shows.
15. Coordinates the "All County Boards Meeting".
16. Prepares official documents such as district calendar reports, administrators and Board member directories, etc.
17. Maintains official files and records as required for the Superintendent and Governing Board.
18. Works with administrators, secretaries, other staff members, as appropriate
19. Presents a positive, pleasant attitude and maintains positive relations between ESCEO, the general public, staff, and Valley Virtual parents.
20. Carries out all executive office functions as required maintaining an efficient operation.
21. Any other duties assigned by the superintendent.

REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:

1. Is regular and prompt in attendance.
2. Seeks opportunities to improve skills and grow professionally.
3. Prepares an annual professional development plan that links professional growth with ESCEO/Valley Virtual and other assigned goals.
4. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
5. Provides quality service to both internal and external colleagues and customers.
6. Seeks opportunities to participate as a productive member of ESCEO/Valley Virtual, school district, and other committees and teams.
7. Generates internal and external support for ESCEO services.
8. Represents the ESCEO with professionalism at all times.
9. Demonstrates at all times integrity and ethical behavior.
10. Responds quickly to directions for improvement from Superintendent.
11. Maintains confidentiality in all job-related discussions and communications.

OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:

1. Possesses a valid state-issued driver's license and/or government-issued ID.
2. Reads, analyzes, and interprets data and reports.
3. Writes reports, correspondence, and other appropriate communicate.
4. Presents information and responds to questions effectively and efficiently.
5. Prioritizes tasks, requirements, and expectations to perform to a standard of service excellence.
6. Able to work quickly, accurately, and efficiently in a fast-paced work environment.

WORKING CONDITIONS:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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1. Duties may require bending, crouching, kneeling, reaching, and standing.
2. Duties may require lifting, carrying, and moving work-related supplies/equipment, up to 50 pounds.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require working in proximity to moving mechanical parts.
6. Duties may require using a computer keyboard and monitor.
7. Duties may require wearing protective clothing and using safety equipment.
8. Duties may require working extended hours.
9. Duties may require working under time constraints to meet deadlines.
10. Potential for exposure to blood-borne pathogens and communicable diseases.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description complies with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration. Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Superintendent of the Educational Service Center of Eastern Ohio (ESCEO).

The Educational Service Center of Eastern Ohio is an Equal Opportunity Employer. The ESCEO does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender 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.

I have read and understand the job requirements, responsibilities, and expectations outlined in the job description. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Signed, _____

Dated ____/____/____