



SOUTH EUCLID-LYNDHURST SCHOOLS

JOB DESCRIPTION

TITLE: Administrative Assistant to Assistant Superintendent of Schools

REPORTS TO: Assistant Superintendent

SUMMARY:

The Administrative Assistant serves as the primary executive support professional for the Assistant Superintendent. This position provides confidential administrative, organizational, operational, and communication support to ensure the efficient operation of the Assistant Superintendent's Office.

The Administrative Assistant coordinates executive office functions; supports Board communications, district correspondence, calendars, records management, meeting logistics, and public communications while maintaining the highest level of confidentiality, professionalism, and customer service. The position supports implementation of the district's mission, strategic plan, and organizational priorities while ensuring compliance with Board policies, Ohio law, and district procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides executive administrative support to the Assistant Superintendent.
2. Coordinates daily office operations; Maintains executive calendars and scheduling; Prioritizes appointments and meetings.
3. Coordinates travel arrangements and conference registrations.
4. Screens calls, visitors, and correspondence.
5. Maintains confidential records and files.
6. Assists with special projects assigned by district leadership.
7. Serves as the first point of contact for the Assistant Superintendent's Office.
8. Provides administrative support by assisting with Board meeting agenda preparation and meeting materials; preparing reports and presentations.
9. Assists with Board policy updates; Supports Board committee meetings.
10. Supports the Assistant Superintendent's responsibilities for district communications, including, but not limited to drafting correspondence; preparing newsletters and announcements; assisting with website updates; coordinating internal communications; managing executive correspondence; responding to routine inquiries; maintaining communication records, and assisting with community engagement activities.
11. Responsible for maintaining office procedures, ordering office supplies; coordinating office equipment, managing records retention, maintaining filing systems; tracking deadlines, and maintaining operational calendars.
12. Coordinates Executive Leadership Team meetings; Administrative meetings; Community meetings; District committee meetings; Professional development sessions; Scheduling of conference rooms; Meeting minutes and follow-up documentation.
13. Maintains district records related to Personnel correspondence; Board documentation. Public records requests and Court Subpoenas; District reports; Contracts and

- agreements; Compliance documentation; Confidential employee information; State reporting support.
14. Ensures compliance with Ohio Public Records Law; FERPA; Board Policies; District confidentiality requirements; Records retention schedules
 15. Assists Assistant Superintendent's Office by Preparing purchase requisitions; Processing invoices; Monitoring departmental budgets; Maintaining financial records; Tracking expenditures; Coordinating vendor communications; Assisting with grant documentation.
 16. Assist the Assistant Superintendent's Office with human resources responsibilities including, but not limited to Coordinating interview schedules; Maintaining confidential personnel files; Assisting with employment documentation; Supporting administrator evaluations.
 17. Maintains proficiency in Board management software; Electronic records systems; Calendar management systems; Video conferencing platforms; District communication platforms
 18. Assist in the planning and coordination of district professional development programs, curriculum committees, leadership meetings, and district training opportunities.
 19. Maintain confidentiality regarding student information, assessment data, personnel matters, and district operations.
 20. Establish and maintain positive working relationships with staff, students, parents, community members, vendors, and state agencies.
 21. Assist the Assistant Superintendent with district initiatives, special projects, reports, presentations, communications, website updates, social media content, and other administrative functions as assigned.
 22. Provide support for district-wide initiatives and projects that may extend beyond the Office of the Assistant Superintendent.
 23. Perform such other duties and responsibilities as assigned by the Superintendent.
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QUALIFICATIONS

- High School diploma or equivalent required
 - Associate's Degree or higher preferred
 - Experience in educational, administrative, communications, or office settings preferred
 - Excellent written, verbal, and interpersonal communication skills
 - Strong organizational and customer service skills
 - Proficiency with Microsoft Office Suite, Google Workspace, and educational technology platforms
 - Excellent spelling, grammar, proofreading, and attention to detail
 - Experience supporting executive-level administrators preferred.
 - Ability to maintain confidentiality.
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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to establish priorities, work independently, and proceed with objectives with limited supervision
- Ability to handle and resolve recurring problems
- Strong keyboarding, organizational, and customer service skills
- Ability to prepare and maintain budgets, spreadsheets, reports, and financial records
- Ability to create, edit, proofread, and publish professional communications for multiple audiences
- Ability to support district branding, marketing, and public information efforts
- Working knowledge of website management platforms, social media platforms, and

- communication tools
 - Ability to maintain effective working relationships with students, staff, parents, and community members
 - Ability to maintain confidentiality and exercise sound judgment
 - Ability to learn and become proficient in a variety of software applications and educational technologies
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REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with a variety of problems and situations while maintaining professionalism and confidentiality.

CLASSIFICATION

Class I Secretary Exempt

WORK YEAR

260 days – 8 hours per day (includes twelve (12) paid holidays)

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of classified personnel.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties may be assigned by the Superintendent, Assistant Superintendent, or designee as needed.