

WADSWORTH CITY SCHOOLS

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

JOB DESCRIPTION

Title: Administrative Assistant to the Superintendent

Reports To: Superintendent

Employment Status: Full-Time

W.E.S.P.A. Status: Exempt

General Description: Serves as the administrative assistant to the superintendent and is responsible for the overall operation of the superintendent's office.

Qualifications:

1. Physically able to do the work.
2. High school graduate with minimum of five (5) years secretarial experience. College degree may be substituted for up to four (4) years of experience.
3. Attained at least the practitioner level of software proficiency in the area of Windows and Word.
4. A working knowledge of the internet and internet software
5. A working knowledge of Google and its associated applications.
6. Ability and willingness to carry out both oral and written directions/policies.
7. Able to type 60 words per minute.
8. Extensive computer experience is mandatory.
9. Become a notary public for school documents within four months of being hired, at district cost.
10. Ability to work with a variety of individuals including but not limited to students, teachers, parents and administrators.
11. Able to perform all items as listed in the essential duties.
12. Able to direct and oversee other clerical personnel.
13. Successful completion of a skills test.
14. Demonstrate good communication skills, both oral and written.
15. Demonstrates an interest in job-related technology and maintains a desire to "stay current" with advances in technology.
16. Willingness to adapt and learn as new technologies, methodologies and policies are introduced.
17. Validation of qualifications as determined by an interview.
18. Other relevant criteria as determined by the Board of Education, superintendent and/or designee may find appropriate are acceptable.

Required Knowledge, Skills and Abilities:

Strive to remain current with knowledge, skills, and abilities as related to position.

1. Superior organizational ability.
2. Competent on computer software including word processing, database, spreadsheet, etc.
3. Awareness of federal, state, and local laws and an understanding of bargaining agreements that impact day-to-day operations of the district, including personnel issues.
4. Knowledge of Ohio Department of Education and Workforce Certification/Licensure standards and their implementation.
5. General knowledge of postal regulations.

Essential Duties:

1. Handle all of the superintendent's, correspondence, filing, bulletins, memos, expulsion hearings, and other information originating in the superintendent's office.
2. Perform advanced and difficult work requiring considerable independent judgment and discretion; maintain respect at all times for confidential information.
3. Act as liaison to the public which requires tact and diplomacy.
4. Perform duties of a receptionist and reflect a positive public relations image for the superintendent's office.
5. Make appointments for the superintendent and assist in arranging joint conferences or meetings of the superintendent and his staff and/or others.
6. Receive all telephone calls for the superintendent and handle or make proper disposition of such calls.
7. Receive, open, and handle all mail (except that marked confidential) directed to the superintendent's office.
8. Handle routine correspondence independently and otherwise relieve the superintendent of office detail.
9. Maintain a complete file of current and past certificated employees' personnel records.
10. Make appointments and arrange for interviews of prospective employees; complete personnel files for certified employees and coaches.
11. Compute salaries and salary placement for certificated/licensed employees.
 - a. Maintain certificated/licensed database including this information and, annually, coordinate with the treasurer's office to ensure records align.
12. Prepare employment contracts, supplemental contracts, and addenda for certificated/licensed employees.
 - a. Annually, ensure that certified staff are properly aligned in the online evaluation software with the administrator who will serve as their primary evaluator.
13. Keep accurate records on type(s) of credentials held by each certificated/licensed employee, including expiration dates and knowledge of the means by which such credentials are maintained.
 - a. Make certain teacher is properly credentialed at time of employment.
14. Maintain an accurate seniority list of certificated/licensed personnel.
15. Prepare, type and distribute agenda for all Board of Education meetings.
 - a. Ensure that Board of Education meeting information is provided to the public in a timely manner, through various means (e.g., District website, Facebook, email, ParentSquare or equivalent communication platform).
 - a. Compile annual lists of Board meetings and Board members and make them available to the public.

16. Ensure that policies approved by the Board of Education are posted on the district's website until such time as the policies have been included in the online Neola bylaws and policies manuals.
17. Responsible for homeschooling forms, notifications, and letters in conjunction with State law.
 - a. Refer those not in compliance to student resource officer.
18. Prepare school calendars at 3-year intervals based upon the recommendations of the school calendar committee members.
19. As needed, prepare new/revised forms.
20. Assist, as directed, the preparation and distribution of the Master Contract Agreements for both bargaining units.
21. At the superintendent's request, attend meetings and prepare minutes of said meetings.
22. Complete training in order to assist with completion of BCI and FBI background checks.
23. Performs other tasks as assigned by the superintendent.

Other Duties:

1. Carry on work during absence of superintendent per established guidelines.
2. Ensure that the online school employee directory is kept current as revisions are received.
3. Issue directives to school building office personnel on uniform procedures.
4. Revise or create district forms as necessary.
5. Assume a leadership role for district office personnel.
 - a. Be knowledgeable about the general duties of each clerical position in the district.

Equipment Operated:

Operate, as directed, all equipment related to position including but not limited to:

1. Personal computer with network interface
2. Scanner
3. Laser and ink jet printers
4. Copy machine
5. Fax machine
6. Multi-line telephone
7. Postage meter

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional exposure to unruly children.

Terms of Employment:

The Wadsworth Board of Education determines salary, work year, and terms and conditions of employment.

Evaluation:

The Superintendent, in accordance with the provisions of the Wadsworth Board of Education will evaluate performance of this position.

Note: The above lists are not ranked in order of importance.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

Superintendent or Designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Title: **Administrative Assistant to the Superintendent**

Revision Date: September 2026