

GREATER OHIO VIRTUAL SCHOOL

An Equal Opportunity Employer

Administrative Support Staff Job Description

Title: **Administrative Support Staff**
Reports to: Executive Director
FLSA Status: Non-Exempt

Minimum Qualifications:

1. High School Diploma, experience in online education preferred.
2. Demonstrate proficiency in Microsoft Word, Excel, PowerPoint, and Google.
3. Experience in Final Forms, DASL, EMIS, and Online Curriculum Software preferred.
4. Experience working in a school setting preferred.
5. Self-directed and able to learn the required skills for the position.
6. Record-keeping skills and the ability to apply basic mathematical concepts.
7. Strong character and ethical standards.
8. Valid Ohio driver's license.
9. Documented evidence of a clear criminal record.

Description: This position may encompass the following responsibilities: requesting, tracking, and scanning student records, processing student data, preparing reports, communicating with students and families, and maintaining a professional atmosphere. This position will be located at the Greater Ohio Virtual School in Franklin, Ohio.

Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

1. Uphold board policies and follows administrative procedures.
2. Promote a favorable image of the school district.
3. Responsible for all school-related data processing activities, including, but not limited to, scheduling, attendance, transcripts/grade reports, class lists, and discipline.
4. Safeguard student files so they are not lost, misfiled, or open to unauthorized personnel.
5. Manage time-sensitive projects.
6. Responsible for smooth operation and professional appearance of the office.
7. Maintain confidentiality of privileged information. Respects personal privacy.
8. Create letters and memos and process reports for administrative staff as directed. Prepare special mailings.
9. Operate all office equipment.
10. Receive, sort, and count money collected in the office as directed.
11. Prepare requisitions as directed. Receive, store, and inventory office supplies.
12. Knowledge of the school's activities and functions on a daily basis to answer routine questions from parents, communities, and outside entities.
13. Participate in staff meetings and professional growth activities as directed.
14. Work as a cooperative team member and maintain a positive relationship with peers.
15. Perform other duties as assigned by the building administrators.

Abilities Required: The following aptitudes and physical skills are essential for successfully performing assigned duties.

1. Demonstrate professionalism and maintain a positive work attitude.
2. Work cooperatively to support a successful team effort.
3. Communicate effectively using verbal, nonverbal, and writing skills.
4. React productively to interruptions and changing conditions.
5. Lift, carry, and move work-related supplies and equipment.
6. Maintain an acceptable attendance record and is punctual.
7. Travel to meetings and work assignments.

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

1. Possible exposure to blood-borne pathogens and communicable diseases.
2. Possible operation of a vehicle under inclement weather conditions.
3. Possible interaction among unruly students.
4. Repetitive hand motion (e.g., computer keyboard).
5. Duties require detailed paperwork.
6. Duties require working under time constraints to meet deadlines.
7. Interruption of duties by students, visitors, staff, and or telephone.

Performance
Evaluation:

Job performance is evaluated according to the policy provisions adopted by the Greater Ohio Virtual School Governing Board.

The Greater Ohio Virtual School Governing Board is an equal opportunity employer offering employment regardless of race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. It is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Start Date: July 1, 2026
Deadline: Until filled
Salary: Based on experience
Work Year: Full time – 261 days
Benefits: Based upon Board Policy

My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements. I further certify that I have been informed that the most current copy of the Greater Ohio Virtual School Policy Manual is available for my review in the office of the Executive Director.

Signature

Date