



DATE POSTED: MAY 22, 2018
APPLICATION DEADLINE: JUNE 5, 2018

VANGUARD-SENTINEL CAREER & TECHNOLOGY CENTERS POSITION NOTICE
(vacancy for the 2018-19 school year)
May 22, 2018

POSITION: Administrative Assistant to the Superintendent

LOCATION: VSCTC Administration Center, Fremont

MINIMUM QUALIFICATIONS: Possess a high school diploma or GED. Post-secondary business training or equivalent administrative experience is desirable. A valid Ohio driver's license and positive background checks are mandatory. Excellent communication and organizational skills are desired traits as well as ability to multitask with strong diplomacy skills. Previous experience as an executive administrative assistant and familiarity within the education industry is beneficial.

GENERAL DESCRIPTION: Assists with Board of education communications. Creates Record of Proceedings following Board meetings and maintains official Board Proceedings book. Promotes effective communications and assistance. Greets and assists office visitors. Uses problem-solving techniques to tactfully address questions/concerns. Schedules appointments, answers and directs phone calls. Maintains personnel records of all employees. Updates data for Ohio Education Director through the state system. Serves as licensure liaison between district staff and Ohio Department of Education. Demonstrates professionalism and contributes to a positive work environment. Respects privacy and maintains confidentiality of the office. Maintains a professional appearance. Takes the initiative to perform routine tasks independently. Knowledge of CCIP, EMIS, and other educational software systems. Performs duties efficiently with limited supervision. Performs duties as listed in the job description.

WORK WEEK/YEAR: 220 days

SALARY: Commensurate with experience

BENEFITS: In accordance with adopted Board Policy and the Administrative Handbook.

STARTING DATE: July 1, 2018

APPLY TO: Office of the Superintendent, 1306 Cedar Street, Fremont, OH 43420
Submit completed employment application, resume, copy of college transcripts, and current State of Ohio educator licensures.

Title VI, VII (Civil Rights Act of 1974), Equal Pay Act of 1963, Title IX & Section 504 Regulations are followed.

According to ORC 3319.311 a criminal records check is required prior to employment