

**MAYFIELD CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

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| <b>Title:</b>  | <b>Administrative Assistant</b>   |
| <b>Reports To:</b>   | Superintendent  |
| <b>Position Status :</b>   | 260-day (12 month assignment)   |
| <b>FLSA Status:</b>  | Exempt  |
| <b>Job Description:</b>  | Complete a wide variety of secretarial/clerical work to provide organizational support the efficient and effective operation of the District.   |
| <b>Qualifications:</b>   | <ol style="list-style-type: none"> <li>1. High School diploma or equivalent; additional professional training preferred.</li> <li>2. Successful experience in a business office and/or school office environment.</li> <li>3. Able to create written communiqués and complete required reports.</li> <li>4. Excellent keyboarding and general office skills.</li> <li>5. Proficient in computer skills and knowledge of applications, including Microsoft Word and Excel, necessary to access and disseminate district email and other relevant information in a timely manner.</li> <li>6. Excellent telecommunication and organizational skills.</li> <li>7. Good health, high moral character, and good attendance record.</li> <li>8. Additional qualifications as the Board of Education may require.</li> </ol> |
| <b>Physical/Other Requirements:</b>  | <ol style="list-style-type: none"> <li>1. Able to access office, meeting rooms, work room, and appropriate areas of school and District property and facilities.</li> <li>2. Strong communication and interpersonal skills.</li> <li>3. Able to lift and move large objects such as boxes of paper, books, and related materials.</li> <li>4. Able to work successfully with students, teachers, support staff, administrators, parents, and the community.</li> <li>5. Suited for situations that require the ability to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies.</li> <li>6. Suited for situations that require the ability to interact well with other people, but also the ability to work independently.</li> </ol>  |
| <b>Performance Responsibilities (Essential Functions*):</b>  |   |
| <ol style="list-style-type: none"> <li>1. * Provide organizational/secretarial/clerical support services in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law.</li> <li>2. Perform full range of organizational/secretarial/clerical duties for District administrators as assigned.</li> <li>3. Collect necessary data, maintain records, and prepare and submit reports for District services and programs as required by the Ohio Department of Education, the United States Department of Education, and the District as assigned.</li> <li>4. * Maintain confidential information, records, and files as required.</li> <li>5. Process incoming and outgoing voice and data communications; handle routine correspondence independently.</li> <li>6. * Answer telephones, greet visitors, and expedite questions and requests in a courteous and diplomatic manner.</li> <li>7. Maintain appointment/meeting calendar, District activity and events calendar, and travel schedule for the</li> </ol> |   |

Superintendent, Board members, and others as requested.

8. \* Prepare reports, recommendations, and input for Board reports and agendas as requested/assigned.
9. Coordinate and implement necessary follow-up from Board action.
10. Organize, prepare, and disseminate District meeting agendas, minutes, and related materials in a complete and timely manner, as assigned.
11. Maintain current file of community organizations, VIPs, District committees, and Administrator's contacts.
12. \* Maintain records as required by law, District policy, and administrative guidelines.
13. Collect and maintain accurate and current data relative to assignment, such as salary data, licensure/certification materials, employment contracts, and assignment information for District employees; course of study information, review and adoption cycle data, and inventory of textbooks and instructional material;
14. Operate office equipment and technology effectively and arrange for the timely maintenance and repair as needed.
15. Establish and maintain positive relationships with students, parents, teachers, District staff, and community.
16. Communicate and collaborate effectively with teachers, administrators, and school/District staff.
17. Requisition and acquire material, supplies, and equipment as needed to carry out functions of the District Office.
18. \* Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
19. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
20. Respond to specific requests from the Superintendent/District Administrator on matters affecting the program and operation of the District.

#### **Other Professional Expectations:**

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Demonstrate a belief in and practices ethical principles and democratic values.
3. Keep up-to-date and knowledgeable of emerging technologies and skills, educational issues and District-related matters.
4. Perform other job functions as assigned.

#### **Additional Working Conditions:**

1. Occasional extra-hours/weekend work.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional exposure to blood, bodily fluids, and tissue.
4. Occasional interaction among unruly children.

**The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.**