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1783 State Route 60, Ashland, Ohio 44805-9377 (419)289-3313 (800)686-3313 Fax (419)289-3729

## POSITION POSTING

**Date:** July 13, 2022

**Position:** Secretary to the Superintendent and Treasurer

### **Qualifications:**

- High School Diploma, Post-Secondary business school training or equivalent secretarial work experience is desirable.
- Strong Organizational, communications, public relations and computer skills.
- Conceptualizes, evaluates, prioritizes and solves complex problems independently.
- Complete work accurately and in a timely manner.
- Able to work independently or with others.

### **Duties:**

- Prepares and distributes monthly board agendas, meeting packets and minutes.
- Prepares the Board Conference room for meetings as appropriate.
- Prepares the district calendar.
- Updates board policies and administrative guidelines in BoardDocs.
- Maintains staff licensure records and BCI/FBI background checks.
- Maintains bus driver, van driver licensure and eligibility files.
- Processes EMIS data in the Student Information System via ProgressBook, Data Collector, ODDEX and SDC.
- Gathers, inputs, submits and maintains all state required EMIS information/data following state guidelines.
- Provides support to district staff in problem solving and answering questions related to EMIS.
- Develops reports using application reporting tools and/or database query language.
- Prepares, posts and distributes job postings.
- Serves as district cashier and processes daily bank deposits.
- Maintains a building-use calendar. Processes rental contracts.
- Updates mailboxes, telephone list and building map.
- Keeps administrators aware of work progress and pending deadlines.
- Prepares letters, memos, notes, E-mails, etc. Maintains calendars/schedules as directed.
- Processes incoming, outgoing and interoffice mail and faxes.
- Maintains student discipline files (e.g., letters, student expulsions, hearings, etc.).
- Maintains and posts staff seniority lists.
- Inventories office supplies and orders district supplies when necessary.
- Employs independent judgment, initiative and decision making skills.
- Maintains a positive and cordial relationship with co-workers.
- Observes confidentiality at all times.
- Organizes tasks and manages time effectively.

**SALARY RANGE & BENEFITS:** Appropriate placement on the 2022-2023 Secretary to the Superintendent and Treasurer salary schedule.

**WORK YEAR:** 260 days, prorated

**APPLY TO:** Applicants must provide a letter of interest, current resume, and certificate/license.

Mail: Superintendent's Office  
Ashland County – West Holmes Career Center  
1783 State Route 60  
Ashland, OH, 44805

Email: [pipert@acwhcc.org](mailto:pipert@acwhcc.org)

A criminal record check will be required if one has not been completed within one year of the date of employment.

**APPLY BY:** July 25, 2022

**DATE POSTED:** July 13, 2022