

**BLANCHESTER LOCAL SCHOOLS**

## JOB DESCRIPTION

**Title:** SECRETARY TO THE SUPERINTENDENT (EMIS) **ADOPTED 12/16/2024**

**Reports To:** Superintendent

**Job Objective:** Serves as a confidential secretary to the superintendent

**Minimum Qualifications:**

- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- High school diploma or GED. A business administration certificate is desirable.
- Maintains a record free of criminal violations that prohibit public school employment.
- Administrative-level secretarial work experience. Ability to implement office administration principles (i.e., organization, procedures, etc.) Data management skills (e.g., software navigation, file organization, tracking/analysis, communication, etc.) Versatile writing and editing skills.

**Preferred Attributes:** Active listening, creative problem solving, and good time management skills.

**Physical Demand Level<sup>1</sup>:** Sedentary strength (seldom lifting/carrying more than 11 lbs.). Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height, standing, and using a traditional keyboard.

<sup>1</sup> Abridged U.S. Department of Labor documentation of physical demand characteristics.

**Note:** Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

**Essential  
Functions:****1. Directs and delivers effective office services. Cultivates a supportive work environment that advances professionalism and a shared commitment to organizational outcomes.**

- Answers/directs telephone calls. Prepares detailed messages when employees are not available.
- Assembles applicant files. Updates the staff directory.
- Assists in the process of student enrollment forms.
- Assists office visitors. Answers routine questions or directs inquiries to appropriate staff.
- Assists with the office inventory control system to maintain dependable supply levels.
- Assumes responsibility for monitoring and verification of the Ohio District Data Exchange (ODDEX): Student Cross reference, Community School Funding, Tuition Funding, and College Credit Plus.
- Checks completed work to ensure compliance with state and district specifications.
- Helps update board policy and administrative procedure manuals.
- Identifies work priorities to focus on tasks that require immediate attention.
- Maintains a district calendar.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Maintains student discipline files (e.g., expulsions, hearings, letters, etc.)
- Manages the substitute procurement system.
- Monitors office productivity. Identifies opportunities to enhance operational efficacy.
- Monitors ongoing compliance with state documentation guidelines (e.g. pupil demographics, academic courses, student testing information, attendance, etc...).
- Performs database research and quantitative analyses for administrative reports.
- Prepares purchase requisitions. Maintains procurement records. Receives deliveries. Reconciles invoices. Monitors vendor performance (e.g., customer service, product quality, reliability, etc.)
- Processes open enrollment and homeschool applications, mails notices, and maintains records.
- Provides backup support for other departments. Assists with special projects as directed.
- Schedules appointments. Organizes materials for board meetings. Transcribes minutes as requested.
- Serves as district intermediary for the state data acquisition site.
- Serves as an adviser to the superintendent, treasurer and administrative team
- Sorts and distributes mail. Prepares photocopies. Collates printed materials.

**2. Consistently performs all aspects of the job. Diligently pursues high quality results.**

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

**3. Maintains open/effective communications. Serves as a reliable information resource.**

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Helps the community understand district policy objectives and administrative procedures.
- Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.

**4. Pursues opportunities to enhance job knowledge and skill proficiency.**

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

**5. Keeps current with emergency preparedness and response procedures.**

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

**6. Performs other specific job-related duties as directed.**

- Helps implement district strategies to advance organizational goals.

**Performance Evaluation:**

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

**Working Conditions:**

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

**Encounters** with aggressive, angry, rude, or unpleasant individuals.

**Exposure** to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

**Exposure** to blood-borne pathogens or contagious diseases.

**Exposure** to severe weather conditions or temperature extremes.

**Movements** that require balancing, bending, climbing, crouching, kneeling, or reaching.

**Operating** or riding in a vehicle. Working in or near vehicular traffic.

**Performing** tasks that require complex sequencing, dexterity, strength, stamina, etc.

**Traveling** to meetings and work assignments.

**Working** at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.