

POSITION AVAILABLE

JOB TITLE: SST8 Administrative Assistant, State Support Team - Region 8

REPORTS TO: Director, State Support Team - Region 8

CONTRACT: 204 days; start date negotiable. Full-year contract runs mid-August to mid-June (off mid-June through end of July)

SUMMARY/PRIMARY OBJECTIVE: Perform routine clerical and administrative functions for the department. Lead support person for all professional development and regional communication functions.

QUALIFICATIONS:

- High school diploma or equivalent.
- Experience as a secretary, administrative assistant or demonstrated competence in tasks.
- Ability to implement principles of office administration (i.e., practices, procedures, etc.).
- Advanced skills with computers, Microsoft Office and Google products, and office machines (i.e. copier, fax, etc.).
- Excellent time management skills, ability to multitask and prioritize work responsibilities.
- Displays flexibility, reliability, self-discipline, and a willingness to take on challenging tasks.
- Excellent written and verbal communication.
- (Preferred) Experience with basic web/graphic design, social media, and other means of community outreach and engagement.
- (Preferred) Previous experience in a school-based setting
- Other qualifications the Board/Superintendent may find permissible for this position.

JOB DESCRIPTION:

- Support all aspects of regional professional development (both in-person and online) including tracking registration, completion of online assignments, set-up of event spaces, copying and compiling print materials, creating evaluation forms, tracking attendance, and issuing of contact hour certificates
- Design, prepare and edit both print and electronic publications including newsletters, brochures, event flyers, directories of special programs for students with disabilities, and other publications.
- Update and maintain regional contact distribution lists
- Assist with the SST8 website and ongoing maintenance of the information provided on the site.
- Assist with photography of SST8 events and sharing of announcements via social media (Twitter, Instagram)
- Support use of database system for tracking consultants' district-specific supports though data entry and generation of reports

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JOB DESCRIPTION, cont'd

- Other duties as assigned, including
 - Operating office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
 - Composing, typing, and distributing meeting notes, routine correspondence, or reports
 - Learn to operate new office technologies as they are developed and implemented.
 - Provide coverage at receptionist desk when directed

OTHER:

- Acts in accordance with the Licensure Code of Professional Conduct for Ohio Educators.
- Carries self with a high level of professionalism.
- Is a team player.
- Complies with all board policies and administrative guidelines/procedures.
- Maintains a professional appearance according to board policy.
- Maintains regular, reliable, and predictable attendance as this is a function of this position.
- Has a current and passing BCI/FBI background check on file with HR during entire employment.
- Performs all aspects of the job and other duties as directed or assigned.

WORK ENVIRONMENT/PHYSICAL DEMANDS (may include but not limited to):

- Primary work environment is a shared office space
- Will encounter coworkers, teachers and administrators in schools, and general public. May need to help people calling with questions or concerns.
- Frequent standing/sitting, balancing, bending, climbing, crouching, kneeling, or reaching. Some positions may require lifting of up to 25 pounds.
- May be required to operate equipment and/or riding in a vehicle.
- May be required to perform repetitive movements.
- May be required to travel to meetings and work assignments.
- Work assignments may be outside of normal working hours and on weekends.

For more information about this position, please contact Jenine Sansosti, SST8 Director, JenineS@sst8.org.

NOTICES:

Summit Educational Service Center is an equal opportunity employer. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. ESC employees follow member school district calendars/hours of operations when providing on-site contractual services.