**Board of Education Receptionist/Administrative Assistant/Registrar (Part time position), Twinsburg City School District -** [**APPLY HERE**](https://www.applitrack.com/twinsburg/OnlineApp/JobPostings/View.asp?AppliTrackJobId=1271)

Category: **Secretarial/Clerical/Administrative Assistant**
Date Posted: **2/3/2025**
Location: **Central Office**
Date of Availability: **ASAP**
Date Closing: **Until Filled**

**Reports to: Superintendent and Director of Human Resources**

**Job Objective:**

**The Board of Education Receptionist/Administrative Assistant/Registrar is responsible for providing comprehensive administrative support, office management, and student registration duties. This role includes operating the central office telephone system, maintaining records, welcoming visitors, registering new students, and supporting district-wide initiatives.**

**Minimum Qualifications:**

**- High school diploma or GED required; post-secondary training preferred.**

**- Documented evidence of a clear criminal record (FBI and BCI).**

**- Proficient in office protocols, data entry, and the use of business and management software (e.g., EMIS, DASL, Excel).**

**- Strong spelling, proofreading, grammar, and bookkeeping skills.**

**- Congenial telephone etiquette and experience operating a multi-line system.**

**- Knowledge of school regulations (e.g., attendance, custody, FERPA, preschool licensing).**

**- Ability to multitask and handle stressful encounters with the public.**

**- Ability to reliably perform accurate math calculations.**

**- Experience with or willingness to learn school safety protocols (e.g., ALICE).**

**- Notary certification is preferred.**

**Essential Functions:**

**Reception and Administrative Support:**

**- Greet and assist visitors, answer and direct phone calls, and take detailed messages.**

**- Maintain an orderly and functional filing system for office records and reports.**

**- Perform general office duties, including preparing photocopies, managing calendars, and processing incoming and outgoing mail.**

**- Assist with bid procedures, requisitions, purchase orders, and vendor communications.**

**- Coordinate school programs (e.g., student orientation, open houses, parent conferences) and communicate information about emergencies and weather delays.**

**- Handle staff attendance records, monitor student and staff medical forms, and prepare accident reports.**

**- Maintain an effective records management system, including enrollment, withdrawal, and student records.**

**- Respect privacy and maintain the confidentiality of privileged information.**

**Student Registration:**

**- Enroll new students, verify legal residence and custody assignments, and maintain enrollment records.**

**- Provide school information to new residents and assist in coordinating registration events.**

**- Process enrollment documentation, verify the authenticity of court documents, and request transcripts for new enrollments.**

**- Ensure accurate tracking and transfer of student records between schools.**

**- Disseminate district enrollment information and promptly respond to inquiries.**

**Communication and Public Relations:**

**- Facilitate communication between staff, parents, students, and the community.**

**- Serve as a communication link between the district, families, and other educational institutions.**

**- Promote a favorable image of the school district and contribute to a positive work environment.**

**Other Responsibilities:**

**- Assist with special projects and committee activities as directed.**

**- Maintain office supplies and ensure reliable service levels.**

**- Cross-train with other office staff and offer assistance as needed.**

**- Remain current with professional standards, district policies, and technology advancements.**

**- Take precautions to ensure student safety and report any evidence of suspected child abuse or inappropriate behavior.**

**Required Knowledge, Skills, and Abilities:**

**- Demonstrates professionalism and maintains a positive work attitude.**

**- Strong problem-solving and multitasking abilities.**

**- Effective communication skills, including verbal, nonverbal, writing, and listening.**

**- Proficient use of office equipment and technology.**

**- Ability to work independently and as part of a team.**

**- Maintains punctuality and an acceptable attendance record.**

**Working Conditions:**

**- Potential exposure to bloodborne pathogens, communicable diseases, and disruptive individuals.**

**- Duties may require prolonged use of a computer, lifting and moving office supplies, and working under time constraints.**

**- Potential exposure to adverse weather conditions and the need to work evening or weekend hours.**

**Performance Evaluation:**

**Job performance will be evaluated in accordance with district policies.**

**\*\*Equal Employment Opportunity:\*\***

**This district is an equal opportunity employer, offering employment without regard to race, color, religion, sex, national origin, age, or disability.**

Revision date: August 2024