

## **MRELC OFFICE MANAGER**

**The Midwest Regional ESC is seeking a qualified candidate to fill the following position:**

<b>Position</b>	<b>Part-Time or Full-Time</b>	<b>Deadline to Apply</b>	<b>Start Date</b>	<b>Building/District Location</b>	<b>Special Requirements</b>
MRELC Office Manager	Full-Time  5 days/week (M-F)  7:30 a.m. to 3:30 p.m.	Until Filled	8/1/2025	MRELC North 530 Gilmore St. Kenton, Ohio 43326	Must hold, or have the ability to obtain, a valid State Board of Education Educational Aide Permit.

If you have questions regarding the position and/or building assignment, please contact Meaghen Tidwell, Executive Director of Special Education at:

**[mtidwell@mresc.org](mailto:mtidwell@mresc.org)**

To apply, please complete and submit an application by clicking the application link below. You may also upload any additional documentation (for example: resume, cover letter, licensure, etc.) during the application process.

**[MRESC Application](#)**

Please read below for a full job description for this position.

**MIDWEST REGIONAL EDUCATIONAL SERVICE CENTER  
BELLEFONTAINE\*OHIO**

<b>Title:</b>	<b>OFFICE MANAGER</b>	<b>File 203R</b>
<b>Reports to:</b>	Superintendent	
<b>Job Objectives:</b>	Perform office management, oversee daily operations, and perform administrative support functions necessary for the effective operation of the educational service center. Supervise and evaluate secretarial staff. Serve as a confidential administrative assistant to the educational service center administrators. Recognize each contact with the public as an opportunity to promote a positive impression of the educational service center.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· High school diploma or equivalent.</li><li>· Post-secondary secretarial or business school graduate is preferred.</li><li>· Meet all health requirements mandated by law</li><li>· A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.</li><li>· Ability to perform complex tasks independently with critical attention to detail.</li><li>· Prior office experience involving extensive public contact.</li><li>· Proficient in office procedures, protocol, and the use of business equipment (e.g., calculators, copiers, computers, software programs, etc.).</li><li>· Proficient in typing, spelling, and the correct use of grammar.</li><li>· Proficient in accounting procedures and the compilation of statistical data.</li><li>· Knowledge of school rules, regulations, and policies.</li><li>· Meet all prerequisite qualifications to be bonded.</li></ul>	
<b>Responsibilities and Essential Functions:</b>	<p>The following skills and duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>· Organize and manage administrative support functions necessary for the daily operation of the educational service center. Perform work requiring independent judgment and confidentiality. Use interpretation skills, research techniques, and an understanding of school programs, policies, and procedures, to assemble and summarize data required to keep the superintendent, educational service center staff, and local school district administrators informed of pertinent issues.</li><li>· Attempt to develop rapport and maintain the confidence of students, parents, staff, and the community. Respond to requests and complaints promptly, accurately, and tactfully. Respect the personal confidences and privacy needs of individuals. Ensure the confidentiality of privileged information.</li><li>· Participate as an active member of the educational service center's management team. Serve on assigned committees. Work with administrative personnel to cooperatively carry out plans for the improvement of the educational service center.</li><li>· Supervise and direct activities of secretarial staff.</li></ul>	

- Establish work priorities. Assign and schedule clerical, secretarial, and receptionist duties. Monitor work progress of assigned staff to ensure
- appropriate and timely completion of assignments. Provide staff training and support when assigning new duties.
- Monitor attendance, punctuality, hours worked, personal leave, and vacations for assigned office staff.
- Evaluate secretarial staff annually according to board policy.
- Assist with the recruitment, interviewing, and background/reference investigation of applicants for office secretarial/support positions. Make hiring recommendations.
- Provide administrative support to educational service center administrators.
- Manage countywide background record checks utilizing electronic WebCheck system through Ohio BCI&I and manual checks through FBI.
- Oversee and direct system of providing certified substitute teachers for local school districts and certified substitute teachers and aides for the educational service center. Update and maintain substitute files and records (e.g., teachers, aides, bus drivers, etc.).
- Oversee the preparation, maintenance, and confidentiality of complete and accurate personnel records required by law, board policy, and/or administrative directive. Protect the confidentiality of privileged information.
- Administer home schooling program for local school districts, as contracted.
- Coordinate clerical/secretarial inservice training programs for local school district staff.
- Make recommendations for purchase of office equipment and furniture as needed. Requisition and maintain an inventory of essential office supplies.
- Oversee the maintenance of all office equipment. Communicate maintenance request to county officials or vendors as necessary.
- Periodically review, redesign, prepare, and stock forms used by educational service center staff.
- Oversee the management of the office telephone system (e.g., staff extensions, recorded messages for incoming calls, etc.).
- Schedule appointments as directed. Maintain an office calendar
- Cross train with office staff to fill-in during breaks, interruptions, and absences.
- Implement a management system to ensure the accurate completion and timely filing of reports and other documents within established deadlines.
- Type correspondence, memos, reports, calendars, program announcements, news releases, and other educational service center documents, including those related to scholarships offered through the ESC..
- Help process incoming, outgoing, and interoffice mail. Send and receive faxes.
- Operate all office equipment.
- Keep current with advances in computer technology and software improvements. Update office procedures. Share knowledge and skill with appropriate staff.
- Attend all mandatory staff meetings. Participate in professional growth activities when requested.
- Serve as a role model for staff. Exemplify responsible leadership.
- Perform other specific job-related duties as directed.

**Abilities  
Required:**

- Demonstrating professionalism and exemplary personal conduct.
- Skillfully managing individual, group, and organizational interactions.
- Using interpersonal skills to promote a favorable image of the educational service center. Collecting, analyzing and interpreting information. Formulating accurate conclusions. Carrying out appropriate actions independently.
- Expressing ideas effectively using verbal and writing skills.
- Organizing and managing time effectively. Reacting productively to interruptions and changing conditions.
- Displaying patience and flexibility with all individuals.
- Ability to travel to meetings and work assignments.
- Lifting, carrying, and moving office supplies and equipment.

- Being punctual and maintaining a consistent attendance record.
- Transcribing, entering, and posting data accurately. Proofreading accurately.
- Handling and manipulating office equipment that requires speed, dexterity, accuracy, and repetitive motions.
- Employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the Center.

**Supervisory  
Responsibility:**

Under the direction of the superintendent: schedule meaningful work assignments, provide instructions, and communicate expectations to assigned office staff, aides, student helpers, and volunteers.

**Working  
Conditions:**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens.
- Interaction with agitated or upset individuals.
- Duties may require operating and/or riding in a vehicle.
- Duties may require extended time using a computer terminal and keyboard.
- Duties require considerable telephone contact and paperwork.
- Duties require working under stress to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.