

ADMINISTRATIVE ASSISTANT

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

Position	Part-Time or Full-Time	Deadline to Apply	Start Date	Building/District Location	Special Requirements
Administrative Assistant	Part-Time Up to 5 days/week (M-F) Up to 7.00 paid hours/day 8:00 a.m. to 4:00 p.m.	Until Filled	To Be Determined	Primary location is the MRESC Sidney Central Office located in Shelby County – other work locations as needed and with prior approval of Supervisor	Must hold, or have the ability to obtain, a valid OH/ID account and Educator State ID with RapBack enrollment.

If you have questions regarding the position and/or building assignment, please contact Shawn McElroy, Assistant Superintendent at:

smcelroy@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**

Title: **Administrative Assistant & Receptionist: Instructional Services**

File 204R

Reports to: Superintendent, Superintendent Designee/Director(s), and/or Office Manager

Job Objectives:

Perform office administrative support, assist with event coordination/staffing, and receptionist duties across assigned departments. Recognize each contact with the public as an opportunity to promote a positive impression of the educational service center. Serve as a team player capable of adapting to frequent change in services, tasks, or procedures within a service-oriented environment.

Minimum Qualifications:

- High school diploma or GED; supplemented by minimum two (2) years previous experience and/or training that includes secretarial or clerical work, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions.
- Knowledge of G-Suite for Education apps, DASL, WebCheck (BCI&I & FBI Fingerprinting System) word processing, spreadsheets, various databases, and special education software is preferred.
- A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation. Current valid Ohio Driver's License. Meet all health requirements mandated by law.
- Must display flexibility, reliability, self-discipline, and a willingness to take on challenging tasks.
- Exhibit effective organizational, time-management, and problem-solving skills. Demonstrated maturity and the ability to work with the public.
- Proficient in office procedures, protocol, and the use of business equipment (e.g., calculators, copiers, computers, software programs, etc.). Proficient in typing, spelling, correct use of grammar, and the proofreading / editing of written works.
- Must be available to work some weekends and evenings (as needed) based on project timelines and event schedules.

Responsibilities and Essential Functions:

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.

- Provide administrative support functions for assigned directors in the areas of special education, gifted, and/or other central office supervisors/directors (I.E., professional development, curriculum, juvenile court liaison, youth development liaison, etc.) as assigned. Provide fingerprinting services for Shelby County office.
- Manage (and develop) records for both students and staff including, but not limited to: event rosters; student

records; invoicing spreadsheets; online course enrollment; district data; and payment records. Maintain confidentiality of student testing materials, score sheets, and reports.

- Provide administrative support such as: greeting and attending to office visitors; introducing event speakers; attending to school staff and consultants; answering phones; letter writing; taking messages; updating assigned sections of ESC website; creating online registration forms; developing online surveys; completing various data entry tasks; assisting with catering tasks/coordination (as needed) and other office operations or support functions as assigned. *Reserve use of external/third party (private or public) facilities for events, meetings, or programs.*
- Assist with educational assessment scoring and processing. Track supplies (testing, gifted, curriculum, PD, etc.) and expenditures with fidelity.
- Responsible for working directly with assigned directors, fiscal office personnel, and other central office staff (as assigned) to support programming implementation.
- Assist with mail, email, and e-newsletter communications to districts, families, and stakeholders; create flyers, support program marketing throughout the year.
- Travel to (and from) event sites and/or schools, take notes/minutes, deliver/collect/mail confidential testing materials, pick up resources, and/or setup and tear-down for events.
- Acknowledge visitors and determine the reason for their visit. Verify appointments. Direct or escort visitors to the appropriate person or office. Answer general questions (in person, over the phone, or via email) regarding the educational service center and services (e.g., staff directory, general program information, gifted programming/ events, professional learning events, curriculum services, etc.).
- Respond to requests and complaints promptly, accurately, and tactfully. Seek to resolve questions, challenges, or conflicts prior to passing inquiries onto other staff members.
- Create and submitting purchase orders, receipts, reports and requisitions. Ensure the confidentiality of privileged information.
- Follow discretionary procedures to answer the telephone and direct calls to appropriate parties based on the nature of the inquiry. Refer inquiries requiring policy interpretation to administrative staff.
- Learn the names, titles, locations, and working hours of ESC personnel. Schedule appointments as directed and maintain an office schedule.
- Keep the reception area orderly. Sign and verify office deliveries. Notify recipients when items arrive.
- Process incoming, outgoing, and interoffice mail. Distribute notices, forms, memos, directives, etc. Send and receive faxes. Maintain and update staff mailboxes.
- Operate all office and computer equipment. Communicate maintenance requests to vendors as necessary. Maintain an accounting of postage used and coordinate with the county mailroom.
- Maintain an appropriate filing system to ensure the safe retention of office records.

- Help with the preparation of the educational service center's mailings, presentation packets, handouts, and other materials (e.g., type, edit, mail, etc.) as requested.
- Fingerprint employees for local school districts, community agencies, and the educational service center and maintain confidential records.
- Assist with the maintenance of educational directories and email distribution lists.
- Relieve office staff during breaks, interruptions, and absences.
- 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 and students. Demonstrate personal integrity, responsibility, impartiality, respect, and courtesy.
- Assist other staff (as needed) with the coordination of substitute recruitment events at partner districts/organizations as assigned.
- 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.
- Working cooperatively to support a successful team effort.
- Expressing ideas effectively using verbal and writing skills.
- Reacting productively to interruptions and changing conditions.
- Displaying patience and flexibility with all individuals.
- Lifting, carrying, and moving office supplies, equipment, and materials (25 lbs or less).
- 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, director, and/or office manager: schedule meaningful work assignments, provide instructions, and communicate expectations to assigned office 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 require extended time sitting at a desk and using a computer terminal and keyboard.
- Duties require considerable telephone contact and paperwork.
- Duties require working under stress to meet schedules and deadlines.
- Duties require a valid Ohio Driver's License