



Secretary in the Office of Curriculum and Instruction

STARTING DATE: 2016 - 2017 School Year
REPORTS TO: Assigned Supervisor/ Career Technical Director
WORK YEAR: 12 months
SALARY RANGE: Appropriate step on Support Staff Salary Schedule-Commensurate with experience/education

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- High School Diploma or GED, Post-secondary training or equivalent work experience is advantageous
- Excellent computer skills with speed and accuracy in Microsoft Word, PowerPoint, Excel, desktop publishing, spreadsheet and data base management. (Skill test may be required)
- Demonstrated excellence in planning, organization and problem solving abilities
- Demonstrates a strong attention to detail with ability to proofread, edit and create both draft and final documents
- Ability to work alone or as an effective team member in a large multifaceted organization
- Ability to interact professionally and appropriately with the public and district staff in all forms of communication
- Proven ability to successfully coordinate complex projects dependent on multiple levels of input and data points
- General office duties as needed including answering phones, record keeping, and filing principles/procedures
- Ability to schedule meetings and appointments, making any necessary travel arrangements and preparing work materials
- Understanding the critical need and ability to maintain confidentiality
- Documented evidence of a clear criminal record
- Occasional requirement to lift and carry office supplies and materials up to a maximum of 50 pounds

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Maintain complete and accurate records related, but not limited to; post-secondary student options, teacher evaluations, professional development and initiatives from the Ohio Department of Education
- Prepare and maintain financial records to include purchase orders for student college textbooks, professional leave and travel reimbursement
- Actively assist in upholding and enforcing school rules, administrative regulation and Board Policy
- Work under the guidelines of Penta's Mission Statement and goals
- Attend district and state professional development events
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout his/her employment in the district
- Assume any other responsibilities as assigned by the Board of Education, Superintendent, Career Technical Director, Supervisor, or their designee(s)

DEADLINE: Open until filled
SUBMIT: Letter of interest, Penta application and résumé including references
APPLY TO: Board of Education Office
Penta Career Center
9301 Buck Road
Perrysburg, OH 43551