



POSITION VACANCY

Position:	High School Director's Administrative Assistant
Reports To:	High School Director
Starting Date:	March 16, 2020
Salary Range:	Commensurate with experience – Administrative Salary Schedule
Work Week/Year:	250 Days, Year-Round
Requirements:	A valid High School Diploma or equivalent; high degree of proficiency in Microsoft Office and Google Suite. Promote professional image of self and district. Strong organizational and communication skills. Maintains the confidentiality of privileged information. Must be accurate, efficient, and capable of handling multiple detailed assignments; punctual with excellent attendance.
Responsibilities:	Provides secretarial services to the High School Director. Schedules appointments, analyzes and creates requisitions and deposits. Assists with committee assignments and/or event planning. Tracks staff absences and schedules coverage. Reconciles accounts, maintains electronic databases and paper filing systems that support the safe and efficient retention and retrieval of files and records. Assists as needed to respond to unexpected/urgent situations as directed. Assists teachers as needed and completes all other duties as assigned by Administration.
Application Deadline:	Until filled
Apply To:	Dr. Rick Smith, Superintendent Ohio Hi-Point Career Center 2280 St. Rt. 540 Bellefontaine, OH 43311-9594 rsmith@ohiohipoint.com