

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date:	5/21/2025
Title:	Executive Administrative Assistant
Reports To:	Superintendent
Employment Status:	Full-time
Days:	As Determined by the Superintendent
MOESC Pay Schedule:	Office Manager
FLSA:	Non-Exempt

QUALIFICATIONS

- High School diploma or equivalent
- A minimum of two years' prior office experience involving extensive public contact
- Proficient in computer usages including skills in Microsoft Office (Word, Excel, Outlook, Databases, Web Based programs) and Google Docs, Forms, OneDrive
- Holds a valid driver's license
- Successfully pass a B.C.I. and F.B.I. background check

PREFERRED QUALIFICATIONS

- Associates degree, preferred (post-secondary secretarial or business school graduate)

GENERAL DESCRIPTION

The Executive Administrative Assistant will assist the Superintendent in all areas under his/her direction and facilitate the efficient and effective operation of Mid-Ohio ESC. This position will also assist the Governing Board and Mid-Ohio ESC Leadership Team in a manner that will optimize Mid-Ohio ESC's efficiency, help achieve Mid-Ohio ESC's mission and goals, and result in outstanding customer service.

ESSENTIAL FUNCTIONS/SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Perform & organize the necessary functions needed to support central office operations & the Mid-Ohio ESC mission

Revised for board approval on 5/21/2025

- Organize, manage, and perform administrative support functions necessary to maintain the daily operations of the Superintendent's office.
 - Type correspondences, maintain files, distribute information, manage and support executive's schedules, read and analyze incoming memos and correspondences to determine their significance, and attend to additional duties and responsibilities as assigned by the Superintendent
- Act as a liaison between the Superintendent, Board of Governors and the Administrators of the Districts served by the ESC
- Prepare letters, reports, requisitions, and other documents, proof for accuracy
- Implement a management system to ensure the accurate completion and timely filing of reports and other documents within established deadlines
- Maintain an appropriate filing system to ensure the safe retention of Superintendent office records
- Ensure and maintain the confidentiality of privileged information at all times
- Assist with correspondence and send updated information to all districts
- Compile salary schedules/surveys for Administrators and Teachers
- Assists with Superintendent's Meetings
- Preparation and dissemination of monthly agenda for the Board of Governor's meeting
- Following Board meeting, assists with employee contracts, service agreements and other contracts, sign, mail and distribute copies to applicable administrators
- Annually composite District School calendars
- Annually composite District Board meeting schedules
- Support and organize Executive Searches
- Cross-train with other office staff and assist with unexpected/urgent situations as needed (provide back up for phone answering, mail duties, fingerprinting, professional development events, MOCC, etc.)
- Responsible to annually create Requisitions and Purchase Orders as needed
- Work with Superintendent and Directors to prepare for and follow-up with annual district contract meetings
- Responsible for organizing Mid-Ohio ESC events (and assisting when needed)
- Reconciles monthly statements as needed
- Responsible for order / order tracking supplies for Mid-Ohio ESC Central Office and PRTF Schools
- Assist with daily bank deposits as needed
- Provide support, if needed, for Administrators
- Completes annual mandatory training and participate in professional development that relates to the position
- Other duties as assigned

PERSONAL QUALITIES

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment

- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Seeks to be a leader in technology integration
- Proficient in office procedures and protocol
- Excellent verbal and written communication skills
- Ability to perform difficult, complex tasks independently and accurately with critical attention to detail and priority
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Must be highly organized, have attention for detail, and manages time effectively
- Meets deadlines despite time constraints
- Strong interpersonal skills and ability to relate well with team member
- Uses diplomacy and exercises self-control when dealing with other individuals
- Displaying patience, flexibility, and respect for all individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Must be customer service oriented and have the ability to work with the public
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood and bodily fluids
- Occasional operation of a vehicle under inclement weather conditions
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required, and occasionally to reach with hands and arms

PHYSICAL DEMANDS

- Work requires definite skilled and accurate physical operations requiring some closely coordinated performance

- Work requires handling average weight materials or equipment (up to 25 pounds), but not for sustained periods
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- This job is performed in a generally clean and healthy environment

EVALUATION

Performance of this job will be evaluated by the Superintendent according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

Employee Signature

Date Received

The Mid-Ohio Educational Service Center is an equal opportunity employer.