

Qualifications:	<p>Proficient at word processing</p> <p>Knowledgeable of office procedures</p> <p>Ability in problem solving with managerial and decision making skills</p> <p>Office Experience - minimum of three years of current (within the last 5 years) of successful experience</p> <p>Willingness to work as a part of a team including all staff members</p>
Reporting To:	Director of Curriculum Services and/or Superintendent
Job Goals:	To provide the necessary high quality professional support and services to the Allen County Educational Service Center and its member schools.
Performance Responsibilities:	<ol style="list-style-type: none"> 1. Process reports, correspondence, and forms for the Directors of Curriculum, Gifted and Special Education; 2. Assists the technology supervisor with functions such as work orders, etc.; 3. Responsible for the web page and its content; 4. Be knowledgeable of programs, policies, and procedures; 5. Coordinates Safes Schools information; 6. Works self-directed as well as cooperatively and harmoniously with colleagues; 7. Handles information professionally and confidentially; 8. As necessary, serve as receptionist, answer telephone, and relay messages to employees in the Special Education, Curriculum and Gifted departments, assist with BCI/FBI background process, etc.; 9. Coordinates in the development of orders for office supplies; 10. Assist other campus secretaries with overloads of work when appropriate; 11. Other duties as directed by the Superintendent and/or the Director(s).
Evaluation:	Performance of this job will be evaluated by the Director(s) and/or the Superintendent.
Physical/Mental/Work Hazards	Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling, and grasping.
Travel Requirements	Travel to school buildings, city/state agencies and professional meetings as required and uses own transportation and moves instructional materials.
Evaluation:	Performance of this job will be evaluated in accordance with provisions of the Allen County Board policy on evaluation of certificated personnel.

February 2022