

<b>Qualifications:</b>	<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>
<b>Reporting To:</b>	Superintendent
<b>Job Goals:</b>	To provide the necessary high quality professional support and services to the Allen County Educational Service Center and its member schools.
<b>Performance Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Serve as secretary to the Superintendent and receptionist in the Allen County Educational Service Center;</li> <li>2. Assist the Treasurer with preparation of the monthly Board agenda prior to the meeting;</li> <li>3. Maintain employee files;</li> <li>4. Maintain up-to-date transcript and certificate file for member schools;</li> <li>5. Coordinate activities surrounding the Annual County Board Members Banquet;</li> <li>6. Bus Driver Physicals: <ol style="list-style-type: none"> <li>a. Send physical forms to member schools,</li> <li>b. Call Health Department to set up dates and doctor for physicals,</li> <li>c. Send out information to member schools for them to call for appointments;</li> </ol> </li> <li>7. Assist school bus drivers in the procurement of the bus driver certificate;</li> <li>8. Coordinate the Annual Bus Driver Inservice and Recognition Banquet;</li> <li>9. Assist the Preservice Bus Driver Instructor;</li> <li>10. Maintain a current file of all full-time teachers, substitute teachers, teacher aides, administrative, clerical and care givers;</li> <li>11. Compile substitute teacher list for the upcoming school year: <ol style="list-style-type: none"> <li>a. Check with these substitute teachers to see if they wish to be on the substitute teacher list for the upcoming school year;</li> </ol> </li> <li>12. Assist other secretaries with overloads of work when appropriate;</li> <li>13. Other duties as directed by the Superintendent and/or the Director or Treasurer.</li> </ol>
<b>Evaluation:</b>	Performance of this job will be evaluated by the Superintendent or his/her designee.
<b>Physical/Mental/Work Hazards</b>	Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling, and grasping.
<b>Travel Requirements</b>	Travels to school buildings, city/state agencies and professional meetings as required and uses own transportation and moves instructional materials.