

**The Ohio Valley Educational Service Center
JOB POSTING**

Job Title: Executive Administrative Assistant & Preschool Assistant

Posted: March 11, 2024

Duration: March 11- March 25, 2024

Interviews: April 2nd, 3rd, 4th (Tentatively)

Location: Marietta Ohio

Hours: Mon-Fri 7:30 - 3:30 PM, 12 months a year with holidays and paid vacation

Pay : Competitive

Benefits: Competitive

Minimum Requirements:

- High School Diploma
- Previous Experience Desirable
- Experience with operational office management desired
- Must be detail oriented and able to multitask
- Confidentiality and Professionalism required
- Proficient in use of Microsoft, Google, and Excel
- Collaborative and teamwork oriented
- Strong communication skills

Responsible to: Superintendent

Responsibilities:

1. Manage the day-to-day operations of the Marietta office
2. Assist in greeting visitors and answer questions or direct them to the appropriate person.
3. Receive messages and assume responsibility for responses and relaying all messages to/from staff and public.
4. Distribute mail and other correspondence and answer routine mail.
5. Operates essential office communication systems, including greeting public, monitoring staff schedules and conference room scheduling.
6. Assist when necessary posting vacancies on ODE Jobs, newspapers, etc. and arrange interviews for employment candidates.
7. Assist teachers and paraprofessionals in filing applications, licenses, and background checks and answer all questions, pertaining to licensure.
8. Keep accurate licensure records and transcripts on all OVESC and district staff.
9. Fingerprint as needed and provide a monthly statement to the treasurer's office.
10. Compile substitute teacher list and distribute to local school districts each month and add to the governing board agenda.

11. Prepare and distribute school personnel directories.
12. Maintain and update preschool tuition database, monitor payments, and all associated information with preschool tuition.
13. Enter preschool students in EMIS (including entering test scores, attendance, etc.)
14. Enroll preschool students into classes and notify families, staff and districts.
15. Make deposits as necessary.
16. Update OVESC Emergency Operations Plan and assist local districts in updating their plans to include OVESC classrooms.
17. Assist and manage special projects for the leadership team.
18. Such duties as assigned by the OVESC Superintendent.

Interested Applicant Procedures

Send Resume and Cover Letter to:

Jessica.dean@ovesc.org

dalton.summers@ovesc.org