

WELLINGTON EXEMPTED VILLAGE SCHOOLS - JOB OPENINGS FOR 2019-2020 SCHOOL YEAR-

VACANCY ANNOUNCEMENT

The following position is available for appointment. Applications for hire will be accepted until filled. **Eligible persons possessing the required qualifications and wishing to be considered for the job should apply online at Ohio Department of Education Jobs:** (<http://education.ohio.gov/About/Education-Jobs>). If applying in writing, include a statement of qualifications with your application and send to Edward Weber, Superintendent, 305 Union Street, Wellington, Ohio 44090. Please include: (1) your name, (2) present job or assignment, and (3) the title of the position.

JOB TITLE: **INTERIM ADMINISTRATIVE ASSISTANT**
(Non-Bargaining Unit Position)

ASSIGNMENT: Executive Secretary to the Superintendent

QUALIFICATIONS: 1. Extremely proficient in computer applications (Microsoft Office, email, PowerSchool, EMIS, etc.)
2. Ability to maintain and operate a variety of office equipment and machines
3. High school diploma or Associate’s Degree, preferred
4. Demonstrated ability to maintain confidential communications
5. Superior organizational and time management skills.
6. Self-starter – must be able to work without supervision
7. Ability to work under pressure and meet deadlines
8. Excellent communication and interpersonal skills
9. Exceptional attendance record as demonstrated from previous work experience
10. Knowledge of school operations essential
11. Knowledge of school financial procedures essential
12. Specialized training in office procedures
13. Documentation of a clear BCI and FBI record

DUTIES: Per job description

HOURS: 8 hours exclusive of lunch, or as assigned.

WAGES: Negotiable

(August 1, 2019)

It is the policy of this District that no candidate for a position in this District shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, marital status, non-disqualifying disability, height, or other protected categories.