

DANBURY LOCAL SCHOOLS

9451 East Harbor Road, Lakeside-Marblehead, Ohio 43440
www.danburyschools.org t:419.798.5185 f:419.798.2260

Job Posting: Administrative Assistant to the Superintendent

Position Type: Full-Time

Start Date: June 1, 2024

The Danbury Local School District is seeking a dedicated and professional Secretary to the Superintendent, who will play a pivotal role in supporting the Superintendent and the central office while contributing to the effective operation of the district. This position is ideal for an individual who embodies our core values of leadership, accountability, kindness, excellence, relationship, and service.

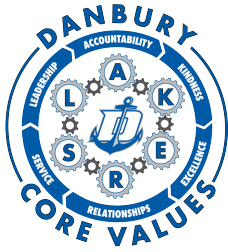
Job Objective: To provide comprehensive administrative support to the Superintendent, ensuring efficient operation of the office and effective communication within the school district and with external stakeholders.

Minimum Qualifications:

- High school diploma or equivalent; Associate's or Bachelor's degree preferred
- At least 3 years of administrative support experience, preferably within an educational setting
- Proficiency in DASL, policy review, EMIS, and treasurer coding and paperwork
- Strong organizational, communication, and interpersonal skills
- Experience with social media and various communication platforms
- Ability to maintain confidentiality and exercise discretion

Essential Work Functions, Skills, and Duties:

- Professionalism:** Maintain a high standard of professionalism in all aspects of work, including interactions with staff, students, and the community.
- Communication:** Serve as a primary point of contact for the Superintendent, handling correspondence and communications efficiently.
- Personal Performance:** Exhibit excellent time management and the ability to prioritize tasks effectively.
- Ownership:** Take initiative and ownership of projects and tasks, ensuring they are completed to the highest standard.
- School Safety and Responsibility:** Contribute to the development and implementation of school safety policies and practices.
- Human Resources:** Assist with HR-related duties, including but not limited to, scheduling, organizing records, and supporting the hiring process.
- Assisting with District Communication via Various Social Media Platforms:** Manage and contribute to the school district's presence on social media, including content creation, scheduling posts, and engaging with the community to promote district events, achievements, and news. Ensure that all communications align with the district's values and objectives.
- Experiences with DASL, Policy, EMIS, Treasurer Coding, and Paperwork:** Demonstrate proficiency in educational software and systems, and manage related administrative tasks accurately.
- Other Job Duties as Assigned:** Willingly take on additional responsibilities to support the Superintendent and school district goals.



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Characteristics:

- Strong **Leadership** skills with the ability to support and advance the district's vision
- Accountability** in all tasks and communication
- Kindness** and **Excellence** in interactions and service delivery
- Strong **Relationship**-building skills with a focus on developing and maintaining effective working relationships
- Commitment to **Service**, demonstrating a willingness to go above and beyond in support of educational excellence

Application Process: Interested candidates should submit a resume, cover letter, and three professional references to Connie Winters, Administrative Assistant to the Superintendent at: wintersc@danburyschools.org. Please include specific examples of how your experience aligns with the duties and qualifications outlined in this posting.

Application Deadline: April 22, 2024 and/or when position is filled