

**PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY, OHIO 44875**

**JOB DESCRIPTION
FOR
ADMINISTRATIVE SECRETARY, CAREER/TECHNICAL SECONDARY SCHOOL**

RESPONSIBLE TO: Director of Operations and Assistant Director, High School

GENERAL DUTIES: To maintain a smooth running Administrative Center for the Director of Operations and Assistant Director, High School functions. The office routine entails the ability to do more than one project at a time and still convey a pleasant, positive attitude to those in contact. This position encompasses computer generated staff/student information, courteously answering procedure questions for Pioneer staff and students, maintaining partner school communications/updates, completing numerous routine reports, making follow-ups.

SPECIFIC DUTIES:

- A. Responsible for daily operations of the Administrative Center
- B. Answer staff and student questions courteously and accurately or direct them to the appropriate person for assistance
- C. Maintain daily correspondence and schedules for the Director of Operations and the Assistant Director, High School
- D. Update and maintain daily student partner school announcement/information for Pioneer students
- E. Develop beginning-of-the-year student mailing, teacher information, teacher schedules, teacher and student handbooks, student information, and general opening day assignments
- F. Develop/maintain/support various parts of the Student Information System
- G. Prepare and accurately enter requisitions on the USAS Web
- H. Maintain and schedule events on various calendars Ex. (picture day, parent teacher conference data, sophomore visits, field trips, etc)
- I. Maintain all servicing and supplies for the Administrative Center area copiers, fax machine
- J. Develop end-of-year information, student awards and ceremony (in conjunction with the Student Services department), student completer certificate and career/technical passport coordination and distribution, as well as general year-end closing assignments for a smooth end-of-year transition
- K. Perform other duties as assigned by the Superintendent and/or his/her designee