



**Licking Valley Local School District
1379 Licking Valley Road NE
Newark, OH 43055**

Job Posting: 2024-2025 School Year
Position: Primary School Administrative Assistant
Reports to: Building Principal
Primary Contact: John Grimm
Email: grimmj@lickingvalley.k12.oh.us
Starting Date: August 2024 (10 days before students' first day back.)
Application Deadline: April 26, 2024

LVPS is a special place which works daily to realize our district's vision:
Every adult helping every child to learn and grow every day.

Apply online at www.ohreap.net and send resume and cover letter to grimmj@lickingvalley.k12.oh.us

NOTE: Applying for our position on REAP is a two-step process: 1. Create application; 2. Apply for our position.
If you have questions about whether or not you've completed both, reach out to John Grimm, LVPS Principal.

ESSENTIAL QUALITIES

- **Customer service orientation:** Whether in person, by phone, or via other communication means, a friendly, warm greeting and willingness to listen and help is a must, even when clients (students, staff, parents, community members) may be frustrated, impatient, emotional or upset.
- **Willingness to learn:** An ability to learn new tools (especially technology) and processes is essential.
- **Discretion:** The primary school secretary often know more private information about our students and community members than the rest of our faculty. Confidentiality is non-negotiable.

JOB DESCRIPTION

- Schedule appointments for the Principal, Assistant Principal, and others as needed.
- Balance budgets, manage requisitions, track invoices, handle pay-ins, and schedule/assist with fundraising opportunities.
- Create in coordination with the Principal and Assistant Principal Continuing Education Unit certificate of attendance forms.
- Coordinate parent-teacher conferences, including appointments and food for staff.
- Serve as the building contact for our copier company and order supplies.
- Plan/order lunches and other meals for professional development days, student luncheons, etc.
- The primary school secretary is a key person involved with the safety and security of staff and students. You will: control the main access point to the school building and perform assigned tasks in the event of school emergencies.
- Be responsible for submitting payroll information for all primary school staff to the district office.
- Welcome substitute teachers and handle their paperwork for the district office.
- Schedule department meetings, conferences, etc. in coordination with the Principal and help secure substitute teachers as needed.
- Procure/order supplies for the building (mostly office supplies)
- Acting morning nurse for small incidents.
- Maintains daily pick up list by communicating with families, faculty, and students.
- Schedules and approves building use for the Licking Valley Elementary building.
- Other duties as assigned.