

MRELC OFFICE MANAGER

The Midwest Regional ESC is seeking a qualified candidate to fill the following position:

Position	Part-Time or Full-Time	Deadline to Apply	Start Date	Building/District Location	Special Requirements
MRELC Office Manager	Full-Time 5 days/week (M-F) 7:45 a.m. to 3:15 p.m.	Until Filled	As Soon As Possible	Midwest Regional Educational Learning Center located in Shelby County	Must hold, or have the ability to obtain, a valid State Board of Education Educational Aide Permit.

If you have questions regarding the position and/or building assignment, please contact Jo DeMotte, Principal at:

jdemotte@mresc.org

To apply, please complete and submit an application by clicking the application link below. You may also upload any additional documentation (for example: resume, cover letter, licensure, etc.) during the application process.

[MRESC Application](#)

Please read below for a full job description for this position.

- Establish work priorities. Assign and schedule clerical, secretarial, and receptionist duties. Monitor work progress of assigned staff to ensure
- appropriate and timely completion of assignments. Provide staff training and support when assigning new duties.
- Monitor attendance, punctuality, hours worked, personal leave, and vacations for assigned office staff.
- Evaluate secretarial staff annually according to board policy.
- Assist with the recruitment, interviewing, and background/reference investigation of applicants for office secretarial/support positions. Make hiring recommendations.
- Provide administrative support to educational service center administrators.
- Manage countywide background record checks utilizing electronic WebCheck system through Ohio BCI&I and manual checks through FBI.
- Oversee and direct system of providing certified substitute teachers for local school districts and certified substitute teachers and aides for the educational service center. Update and maintain substitute files and records (e.g., teachers, aides, bus drivers, etc.).
- Oversee the preparation, maintenance, and confidentiality of complete and accurate personnel records required by law, board policy, and/or administrative directive. Protect the confidentiality of privileged information.
- Administer home schooling program for local school districts, as contracted.
- Coordinate clerical/secretarial inservice training programs for local school district staff.
- Make recommendations for purchase of office equipment and furniture as needed. Requisition and maintain an inventory of essential office supplies.
- Oversee the maintenance of all office equipment. Communicate maintenance request to county officials or vendors as necessary.
- Periodically review, redesign, prepare, and stock forms used by educational service center staff.
- Oversee the management of the office telephone system (e.g., staff extensions, recorded messages for incoming calls, etc.).
- Schedule appointments as directed. Maintain an office calendar
- Cross train with office staff to fill-in during breaks, interruptions, and absences.
- Implement a management system to ensure the accurate completion and timely filing of reports and other documents within established deadlines.
- Type correspondence, memos, reports, calendars, program announcements, news releases, and other educational service center documents, including those related to scholarships offered through the ESC..
- Help process incoming, outgoing, and interoffice mail. Send and receive faxes.
- Operate all office equipment.
- Keep current with advances in computer technology and software improvements. Update office procedures. Share knowledge and skill with appropriate staff.
- Attend all mandatory staff meetings. Participate in professional growth activities when requested.
- Serve as a role model for staff. Exemplify responsible leadership.
- Perform other specific job-related duties as directed.

**Abilities
Required:**

- Demonstrating professionalism and exemplary personal conduct.
- Skillfully managing individual, group, and organizational interactions.
- Using interpersonal skills to promote a favorable image of the educational service center. Collecting, analyzing and interpreting information. Formulating accurate conclusions. Carrying out appropriate actions independently.
- Expressing ideas effectively using verbal and writing skills.
- Organizing and managing time effectively. Reacting productively to interruptions and changing conditions.
- Displaying patience and flexibility with all individuals.
- Ability to travel to meetings and work assignments.
- Lifting, carrying, and moving office supplies and equipment.

- Being punctual and maintaining a consistent attendance record.
- Transcribing, entering, and posting data accurately. Proofreading accurately.
- Handling and manipulating office equipment that requires speed, dexterity, accuracy, and repetitive motions.
- Employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the Center.

**Supervisory
Responsibility:**

Under the direction of the superintendent: schedule meaningful work assignments, provide instructions, and communicate expectations to assigned office staff, aides, student helpers, and volunteers.

**Working
Conditions:**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens.
- Interaction with agitated or upset individuals.
- Duties may require operating and/or riding in a vehicle.
- Duties may require extended time using a computer terminal and keyboard.
- Duties require considerable telephone contact and paperwork.
- Duties require working under stress to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.