



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

Job Posting: 2026-2027 School Year
Position: Intermediate School Administrative Assistant
Reports to: Building Principal
Primary Contact: Sherry Crum
Email: crums@lvschools.us
Starting Date: August 2026 (10 days before students' first day back.)
Application Deadline: May 13, 2026

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

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 intermediate school secretary often knows more private information about our students and community members than the rest of our faculty. Confidentiality is non-negotiable.

JOB DESCRIPTION

- Coordinate and schedule ETR and IEP meetings
- Balance budgets, manage requisitions, track invoices, handle pay-ins, and schedule/assist with fundraising opportunities.
- Coordinate parent-teacher conferences, including appointments and food for staff.
- Serve as the building contact for our copier company and order supplies.
- Plan/order meals for professional development days.
- The 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 school staff to the district office.
- Assist substitute teachers.
- Procure/order supplies for the building.
- Handle minor medical issues and medication.
- Maintains daily pick up list by communicating with families, faculty, and students.
- Prepare correspondence, reports, and other documents.
- Work with other Administrative Assistant to develop a positive and efficient work environment
- Other duties as assigned.

To apply:

1. Submit a letter of interest and resume to Sherry Crum at crums@lvschools.us
2. Use the following link to submit your application - <https://forms.gle/KG9YYHQpiVKkfNRz6>