

POSITION	Administrative Assistant to the Superintendent's Office
LOCATION	Central Office
GENERAL DESCRIPTION	This Administrative Assistant position will provide high-level administrative support to the Superintendent's office.
QUALIFICATIONS	<ul style="list-style-type: none">• Minimum of High School diploma required.• Associate's degree in Business or related field OR equivalent combination of certifications/education and/or experience preferred;• Extremely proficient in Microsoft Office Suite or similar software with the ability to learn new or updated software, software credentials/certifications preferred;• Computer skills in the creation of presentations in addition to typing/keyboarding skills;• Willingness and ability to work as a team member;• Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;• Professional tact, confidentiality, and diplomacy in presentation with administration, staff, teachers, students, parents, and the community;• Valid driver's license, reliable transportation, and vehicle insurance;• History of strong work record, including good job attendance; and• Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.
STARTING DATE	As Soon as Feasible
SALARY	From \$65,245 – 84,912 based on experience
BENEFITS	A comprehensive benefits package includes medical, dental, vision, and life insurance; tuition reimbursement; paid sick and vacation time
WORK YEAR	260 days/year (12-month calendar); 8 hours/day
DEADLINE	Until filled (Priority deadline: Friday, April 24, 2026)
APPLY TO	Butler Tech Careers