



DATE POSTED: OCTOBER 20, 2025
APPLICATION DEADLINE: OCTOBER 30, 2025

VANGUARD-SENTINEL CAREER & TECHNOLOGY CENTERS POSITIONS NOTICE
(vacancy for the 2025-2026 school year)

POSITION: Administrative Assistant

LOCATION: Vanguard Career and Technology Center, Fremont

MINIMUM QUALIFICATIONS: Possess a high school diploma or GED equivalent. A minimum of two years work experience in an educational office setting or similar position is preferred. The ability to work with high school students, multitask, and possess exceptional organizational and personal skills is essential. A valid Ohio driver's license and positive background checks (BCI/FBI) are mandatory.

GENERAL DESCRIPTION: The administrative assistant shall track, maintain, implement, and coordinate accurate College Credit Plus data. Shall answer and respond to incoming phone calls and conduct important contacts with the public, students, staff, and others requiring tact and diplomacy, projecting a positive image. Shall receive incoming visitors and direct them to their appointments and meetings. Shall prepare correspondence, reports, memos, agendas, information forms, etc., for the building Director or other staff as required. Shall operate various office machines as needed. The position requires strong organizational, communication, and technology skills to effectively ensure student success. The candidate shall implement the Superintendent's directives, district goals, and policies of the Board of Education.

WORK WEEK/YEAR: 260 days

SALARY: In accordance with the classified policy handbook.

BENEFITS: Accumulated sick leave, group medical and dental insurance, and School Employees Retirement System (SERS) pension.

STARTING DATE: To be determined

APPLY TO: Paige Webb, Office of the Superintendent, (419) 332 - 2626 ext. 1003
1306 Cedar Street, Fremont, Ohio 43420
pwebb@vsctc.org
Submit a completed employment application, resume, and a copy of college transcripts.

Title VI, VII (Civil Rights Act of 1974), Equal Pay Act of 1963, Title IX & Section 504 Regulations are followed.

According to ORC 3319.311 a criminal records check is required prior to employment