



**DATE POSTED: FEBRUARY 17, 2026**  
**APPLICATION DEADLINE: FEBRUARY 27, 2026**

**VANGUARD-SENTINEL CAREER & TECHNOLOGY CENTERS POSITIONS NOTICE**  
*(vacancy for the 2026-2027 school year)*

**POSITION:** Administrative Assistant

**LOCATION:** Sentinel AIM Market Street Campus, Tiffin

**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 and multi-task are essential along with exceptional organizational and personal skills. A valid Ohio driver's license and positive background checks (BCI/FBI) are mandatory.

**GENERAL DESCRIPTION:** The administrative assistant shall track and maintain accurate student attendance and data records for educational purposes, answer and respond to parent/guardian phone calls to document absence reasons, and work with administration to track and identify students with excessive absence records. Shall generate and send attendance letters to students/parents with excessive absences and run attendance reports for administrative review and tracking. 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:** 2026-2027 school year

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