



DATE POSTED: JULY 9, 2026
APPLICATION DEADLINE: JULY 19, 2026

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

POSITION: Administrative Assistant

LOCATION: Vanguard Tech Center, AIM Building, 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 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
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