
Minutes of REGULAR MeetingMarch 19, 2025

The Twinsburg City School District Board of Education met in REGULAR session on the above date at the Twinsburg Government Center, 10075 Ravenna Road, Twinsburg, Ohio 44087, at 6:30 p.m. The following Board Members were present: Mrs. Crawford (President), Mrs. Davis (Vice President), Mrs. Egan, Mrs. Hamilton, Mrs. Travis. In attendance were Superintendent Powers, Treasurer Rozsnyai, and Business Manager Strickland. Recordings of the Board of Education meeting are made as part of the official record. Video Recordings and Board Approved Minutes are available on the District's website and by accessing the link below:

<https://www.youtube.com/live/zR3DE3Pjsal>

Mrs. Crawford, presiding, called the meeting to order at 6:31 p.m.

03192025-D. APPROVAL OF AGENDA/ADDENDUM ITEMS

Mrs. Egan motioned and Mrs. Hamilton seconded to remove Agenda Resolution H2: Tax Complaint – TFI Twinsburg OH LLC, 2150 E. Highland Road, Twinsburg, Parcel #64-00900; and to add Action Item J7: 2024/2025 Individual Severance Plans to the Agenda.

Ayes: Mrs. Crawford, Mrs. Davis, Mrs. Egan, Mrs. Hamilton and Mrs. Travis

The Board President declared the motion approved.

03192025-E. COMMUNICATIONS

Board President's Report

- **Winter Sports Banquet:** Mrs. Crawford attended this event and is proud to congratulate the 116 winter sports students who earned the Scholar Athlete award!
- **Educational Opportunities Committee:** This week is a fundraiser for the TCSD Special Olympics.

Superintendent's Report

- **Kindergarten Registration:** Kindergarten registration for the class of 2038 is now open, and parents can access information on our district website under Wilcox Primary School. Registration and screening will take place on June 2nd and 3rd; registration in our system is required to schedule an appointment. If you already have a preschool student in our district you do not need to register.
- The **Administrative Report** tonight regarding the Strategic Plan Update will postpone the Finance segment until the meeting on April 2nd.
- **Brecksville/Broadview Hts. Elementary School Tour:** a tour of the Brecksville/Broadview Heights Elementary School will be offered to parents from Wilcox, Bissell, and Dodge, with opportunities to visit on April 3rd, 10th, and 17th. Interested parents are encouraged to RSVP via Parent Square.
- **Focus Groups:** We extend our gratitude to our parents, students, staff members, and business advisory council for their invaluable contributions to our focus groups concerning our strategic plan. A comprehensive report summarizing the feedback and findings from these discussions will be compiled and made available shortly. Thank you for your continued support and engagement in this important process.
- **RBC Principal:** the recruitment process for the RBC principal position, as Mr. Reis will retire this year. We are currently in the circuit interview phase for the candidates.
- **Spring Break:** a reminder that spring break begins next week, with school resuming on Tuesday, April 1st. We extend our best wishes to all Tiger families celebrating Ramadan and Eid al-Fitr, wishing them many blessings during this time.

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- ***Students of the Month/Building Highlights:***

Outstanding students from:

- Samuel Bissell Elementary
- R.B. Chamberlin Middle School

were introduced and awarded certificates for their outstanding achievements.

Mrs. Crawford announced that RBC has been awarded the 23-24 Gold Award for PBS for the sixth consecutive year.

03192025-F. ADMINISTRATIVE REPORT

- ***Strategic Plan Update, Quarter 3: Culture & Climate, & Facilities***

- District Staff and Students

The following presentations were shared:

Multicultural Experiences at Bissell, *Bissell and THS Students*

Student Groups and Organizations at RBC, *Mr. James Ries, Principal*

MTSS Process, *Ms. Jillian Walker, MTSS Coordinator*

Facilities, *Mr. Matt Strickland and Dodge Students*

02052025-H1, H3 - H5 TREASURER'S REPORT/RECOMMENDATIONS

Mrs. Hamilton motioned and Mrs. Egan seconded to adopt the resolution 03192025-H1

03192025-H1 Meeting Minutes

RESOLVE that the Twinsburg Board of Education approves the following meeting minutes: Regular Meeting of February 19, 2025 and Special Meeting of February 24, 2025; as sent to the Board under separate cover.

Ayes: Mrs. Crawford, Mrs. Davis, Mrs. Egan, Mrs. Hamilton, and Mrs. Travis

The Board President declared the motions approved.

Mrs. Travis motioned and Mrs. Hamilton seconded to adopt the resolution 03192025-H3 to H5

03192025-H3 Tax Complaint – ATPIT LLC, 2300 East Aurora Rd., Twinsburg, Parcel #64-07028, 64-01236, 64-01235

RESOLVE that the Twinsburg Board of Education approves the filing of a complaint for tax year 2024 on account of a recent sale/transfer of the property as provided in R.C. 5715.19; as sent to the Board under separate cover.

03192025-H4 Tax Complaint – LIM Fulton Properties LLC, 1909 Summit Commerce Park Drive, Twinsburg, Parcel #64-07434

RESOLVE that the Twinsburg Board of Education approves the filing of a complaint for tax year 2024 on account of a recent sale/transfer of the property as provided in R.C. 5715.19; as sent to the Board under separate cover.

03192025-H5 Tax Complaint – Interstate Towing and Transport Specialist Inc., 1655 Highland Road, Twinsburg, Parcel #62-05082

RESOLVE that the Twinsburg Board of Education approves the filing of a complaint for tax year 2024 on account of a recent sale/transfer of the property as provided in R.C. 5715.19; as sent to the Board under separate cover.

Ayes: Mrs. Crawford, Mrs. Davis, Mrs. Egan, Mrs. Hamilton, and Mrs. Travis

The Board President declared the motions approved.

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03192025-I1 to I3 ACTION ITEMS/PERSONNEL

Mrs. Egan motioned and Mrs. Travis seconded to adopt the resolutions 03192025-I1 to 03192025-I3

03192025-I1 Employment, Certificated

RESOLVE that the Twinsburg Board of Education accept the Certificated/Licensed Personnel and/or contract recommendations detailed in the attached Exhibit as per the dates, terms, and other applicable conditions specified, pending satisfactory ORC background checks. See EXHIBIT I-1

03192025-I2 Employment, Classified

RESOLVE that the Twinsburg Board of Education accept the Classified Personnel and/or contract recommendations detailed in the attached Exhibit as per the dates, terms, and other applicable conditions specified, pending satisfactory ORC background checks. See EXHIBIT I-2

03192025-I3 Employment, Supplemental Contracts

RESOLVE that the Twinsburg Board of Education accept the Supplemental Contract recommendations detailed in the attached Exhibit as per the dates, terms and other applicable conditions specified, pending satisfactory ORC background checks. See EXHIBIT I-3

Ayes: Mrs. Crawford, Mrs. Davis, Mrs. Egan, Mrs. Hamilton, and Mrs. Travis

The Board President declared the motions approved.

03192025-J1 to J6 ACTION ITEMS/NEW BUSINESS

Mrs. Hamilton motioned and Mrs. Davis seconded to adopt resolutions 03192025-J1 to 03192025-J6

03192025-J1 Overnight/Extended Student Trip – THS Baseball Team

RESOLVE that the Twinsburg Board of Education approves the *Proposal for an Overnight/Extended Student Trip* for the Twinsburg High School Varsity Baseball Team to travel to Columbus, Ohio (Upper Arlington High School, Hilliard Davidson High School, and The Ohio State University) to compete against other High School teams. The team will depart on March 28, 2025 and return on March 29, 2025. The cost of this trip is being paid by the Athletic Booster Baseball Account; as sent to the Board under separate cover.

03192025-J2 Extension of Internet Service Agreement – NEOnet

RESOLVE that the Twinsburg Board of Education approves the first of two possible extensions to the Agreement for Internet Service with the Northeast Ohio Network for Educational Technology (NEOnet) from July 1, 2025 through June 30, 2030 at an annual cost of \$39,840.00; this exercises our voluntary extension per the terms and conditions set forth in the original Agreement approved on April 15, 2020; the dates set forth in the original agreement are July 1, 2020 through June 30, 2025. This is a General Fund expenditure.

03192025-J3 Impracticality of Transportation

RESOLVE that the Twinsburg Board of Education determines the impracticality of transportation for the schools and students listed below for the 2024-2025 school year per the Ohio Department of Education in accordance with the Ohio Revised Code Section 3327.01 (list of students kept on file in the Transportation Office). The maximum amount of payment will be \$583.86 per student. These students are, in addition to the students, approved at the July 17, 2024, August 21, 2024, October 9, 2024, October 23, 2024, November 6, 2024 and December 11, 2024 Board of Education meetings.

| School Name | No. of Students |
|--------------------------------|-------------------|
| Julie Billiart – Brecksville | 1 |
| University School | 1 |
| TOTAL | 2 |
| TOTAL COST \$583.86 x 2 | \$1,167.72 |

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03192025-J4 Job Description – Twinsburg Alternative Program (TAP) Consultant – Work Study Credit

RESOLVE that the Board of Education approves the Job Description for the Twinsburg Alternative Program (TAP) Consultant; per the attached Exhibit. See EXHIBIT J-4

03192025-J5 Job Description Revision – Administrative Assistant – Elementary School Principal

RESOLVE that the Board of Education approves the revised Job Description for Administrative Assistant – Elementary School Principal; per the attached Exhibit. See EXHIBIT J-5

03192025-J6 Revised Strategic Plan Action Step, 2024/2025: Culture and Climate

RESOLVE that the Twinsburg Board of Education revises the 2024/2025 Strategic Plan Action Step in the goal area of Culture & Climate as follows:

“During the 2024/2025 school year, through Multi-Tiered Systems of Support (MTSS), the Twinsburg City School District will support a culture where all students are represented and respected as demonstrated through a consistent process aligned and implemented between our schools as measured by the MTSS End of the Year Audit.”

Ayes: Mrs. Crawford, Mrs. Davis, Mrs. Egan, Mrs. Hamilton, and Mrs. Travis

The Board President declared the motions approved.

Mrs. Travis motioned and Mrs. Egan seconded to adopt resolutions 03192025-J7**03192025-J7 2024/2025 Individual Severance Plans**

RESOLVE that the Twinsburg Board of Education approves the 2024/2025 Individual Severance Plans with Educators Preferred Corporation (EPC), 26877 Northwestern Highway, Suite 305, Southfield, Michigan 48033-8417. Teachers participating in these plans are Margaret Karalic, Edward Lipnos, and Christine Magyar. These Individual Severance Plans are in addition to the EPC Employee Severance Plan originally approved on August 7, 2024 and addended on December 4, 2024; as sent to the Board under separate cover.

Ayes: Mrs. Crawford, Mrs. Davis, Mrs. Egan, Mrs. Hamilton, and Mrs. Travis

The Board President declared the motions approved.

03192025-K. MISCELLANEOUS

- Mrs. Travis: Congratulations to our Symphonic Band for achieving the highest, superior rating at the regional competition for the 4th consecutive year. They will advance to the State competition in April. The Concert Band received an excellent rating, which is commendable. We take great pride in our music students and staff!

- Mrs. Egan: Best wishes to the band and orchestra on their trip to New York City for a performance this weekend.

- Mrs. Crawford: Acknowledged several students who earned high awards at the CVCC competitions and will represent us at the national competition in Orlando on May 7th.

- Mrs. Davis: Extended spring break wishes for a fun and relaxing break.

03192025-L. EXECUTIVE SESSION

Mrs. Crawford motioned and Mrs. Egan seconded that the Board of Education enter into Executive Session at _8:21_ to consider the employment, discipline, and compensation of public employees as per Board of Education Policy #0166(A).

Ayes: Mrs. Crawford, Mrs. Davis, Mrs. Egan, Mrs. Hamilton, and Mrs. Travis

The Board President declared the motions approved.

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03192025-M. RECONVENE/ROLL CALL

Mrs. Crawford motioned and Mrs. Hamilton seconded to reconvene at 9:31 p.m.

Ayes: Mrs. Crawford, Mrs. Davis, Mrs. Egan, Mrs. Hamilton, and Mrs. Travis

The Board President declared the motions approved.

03192025-N. ADJOURNMENT

Mrs. Crawford motioned and Mrs. Hamilton seconded to reconvene at 9:31 p.m.

Ayes: Mrs. Crawford, Mrs. Davis, Mrs. Egan, Mrs. Hamilton, and Mrs. Travis

The Board President declared the motions approved and the meeting adjourned.

Board President

Treasurer

Minutes of REGULAR Meeting

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Certificated Staff Recommendations

March 19, 2025

| CONTRACTS | | | | | |
|-------------------|----------------------|----------------|-------------|-----------------------|--|
| Name | Position | Bldg(s) | Rate | Effective | Notes |
| Gossett, Samantha | Teacher | RBC | \$30.72/hr. | March – June 2025 | Completion of MS CTE validation and Course of Study Updates; up to eight (8) total hours; Title 2A expense |
| Kisela, Erin | Long-Term Substitute | THS | BA 0 | 3/31/2025 – 5/30/2025 | Reaching sixty-first (61 st) consecutive day in long-term assignment, continuing assignment per Article 1(B) of the TEA Master Agreement |
| Resnick, Tom | Teacher | RBC | \$30.72/hr. | March – June 2025 | Completion of MS CTE validation and Course of Study Updates; up to eight (8) total hours; Title 2A expense |

| LEAVE OF ABSENCE | | | | | |
|-------------------------|-----------------|----------------|------------------|-------------|-------------------------|
| Name | Position | Bldg(s) | Effective | Days | Notes |
| Glavic, Katie | Teacher | Bissell | 2025/2026 | 184 | Approved Parental Leave |
| Kuhn, Amanda | Teacher | Wilcox | 2025/2026 | 184 | Approved Parental Leave |

| ADMINISTRATIVE SUBSTITUTES | | | | |
|-----------------------------------|--|------------------|----------------------|--------------|
| Name | Certification/ Licensure | Effective | Per Diem Rate | Notes |
| Lipford, Terry | 5-Year Professional Elementary Principal (K-8) License | 2024/2025 | \$345 | |

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Classified Staff Recommendations

March 19, 2025

| CONTRACTS | | | | | |
|------------------|-------------------------|----------------|------------------------|------------------|---|
| Name | Position | Bldg(s) | Rate/Step | Effective | Notes |
| Cutler, Irene | Instructional Assistant | THS | \$21.92/hr. Step 10 | 3/10/2025 | 193 days, prorated for the 2024/2025 school year; replacing Beverly Genova who was transferred to the position of THS Welcome Center/Hall Monitor |

| RESIGNATIONS/RETIREMENTS | | | | |
|---------------------------------|--------------------|----------------|------------------|--|
| Name | Position | Bldg(s) | Effective | Notes |
| Basch, Matthew | Janitor | RBC | 3/21/2025 | Resignation; six and one half (6.5) years of service to the District |
| Benton, David | Maintenance Worker | Transportation | 6/30/2025 | Change to effective date of retirement as approved 1/15/2025 |

Exhibit I-2

Extracurricular Contracts

March 19, 2025

| EXTRACURRICULAR | | | | | |
|------------------------|--------------------------------------|----------------|------------------|------------------|-----------------------------------|
| Name | Contract | Bldg(s) | Effective | % of Base | Notes |
| Fruscella, Ron | 7 th Grade Baseball Coach | RBC | 2024/2025 | 0.345% | Split contract with Zach Simchon |
| Simchon, Zach | 7 th Grade Baseball Coach | RBC | 2024/2025 | 0.345% | Split contract with Ron Fruscella |

Exhibit I-3



Twinsburg City School District

JOB DESCRIPTION

Title: TWINSBURG ALTERNATIVE PROGRAM (TAP)
CONSULTANT – WORK STUDY CREDIT File 328

Reports to: Principal and Director of Human Resources

Description: Plans, implements, and evaluates learning experiences for students requiring an alternative to traditional educational programs. Help students manage behavior, identify goals, and make appropriate choices. Encourages parental involvement. Works with student, parents, and student's employment to grant work-study opportunities and subsequent elective credit.

Minimum Qualifications:

- Valid Ohio teacher's license or certificate appropriate for the assignment.
- Career Based Intervention (CBI) Certification.
- Documented evidence of a clear criminal record (FBI and BCI).
- Training in physical and behavioral management techniques.

Duties and Responsibilities:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Consults with TAP classroom teacher regularly.
- Works with students, parents, employers, etc. in order to guide students to earning work-study credits.
- Evaluates students, assigns grades, and prepares periodic progress reports. Consults with parents on a regular basis (e.g., telephone calls, email messages, etc.).
- Maintains accurate records and submits reports on time. Including employment records, timesheets, and pay stubs for students.
- Provides Principal and students' assigned school counselor, quarterly updates regarding students' participation in and progress toward completion of work study credit.
- Continually monitors student progress on online learning platform. Sets daily goals with students. Assists students with achieving their goals.
- Upholds Board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Implements effective classroom management procedures. Maintains high standards and upholds the student conduct code.
- Supports a full range of educational options. Provides pre-vocational and career information. Seeks community partnerships that enhance program activities.
- Develops and maintains a positive learning environment. Stimulates student interest. Helps parents and students understand academic and behavioral objectives.
- Prepares the assigned classroom. Requisitions essential supplies and equipment. Promotes the proper use and care of school property.



- Implements behavior modification plans, as necessary. Counsels students to acknowledge and manage responsible personal conduct. Teaches positive work behaviors.
- Evaluates the needs of students based on all available information. Plans student interventions. Varies instructional techniques to address individual learning styles.
- Communicates high expectations and shows an active interest in student progress.
- Helps students develop critical-thinking, problem-solving, and creativity skills.
- Collaborates with other teachers. Shares knowledge and resources that enhance the educational process.
- Incorporates the effective use of available technology in instructional and records management activities. Upholds computer technology acceptable use policies.
- Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive tools, etc.).
- Helps students prepare for state tests and alternative assessment.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Effectively uses support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Reports evidence of suspected child abuse as required by law.
- Makes a referral to the MTSS Team when a need is indicated. Meets mandated deadlines for required paperwork. Works with team members to reach a consensus on a plan for the identified student.
- Implements Section 504 and Individualized Education Plans (IEP) for classroom students meeting eligibility requirements.
- Works with community services associated with students' programs (e.g., law enforcement, health care facilities, child welfare services, etc.).
- Provides opportunities for students to participate in appropriate peer group activities.
- Supervises non-classroom activities that support program objectives (e.g., field trips, student training experiences, etc.) when assigned.
- Participates in open houses, parent conferences, and other required school events.
- Participates in staff meetings and professional growth opportunities.
- Accepts responsibility for decisions and conduct. Strives to develop rapport and serve as a positive role model for others.
- Takes precautions to ensure student safety. Does not leave students unsupervised.
- Performs other specific job-related duties as directed.

Required Knowledge, Skills and Abilities:

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes detailed paperwork accurately.
- Organizes tasks and manages time effectively.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves instructional supplies and equipment.
- Performs activities that may require reaching, crouching, and/or kneeling.
- Uses self-control, perseverance, and physical skill to manage students.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.



Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening and/or weekend.

Performance Evaluation:

Job performance is evaluated according to the policy provisions adopted by the Twinsburg City School District Board of Education.

The Twinsburg City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Adopted:

EXHIBIT J-4 - Board of Education Meeting March 19, 2025





Twinsburg City School District

JOB DESCRIPTION

Title: ADMINISTRATIVE ASSISTANT – ELEMENTARY SCHOOL PRINCIPAL **File 214**

Reports to: Principal

Description: Performs administrative, receptionist, and office management functions.

Minimum Qualifications:

- High school diploma. Post-secondary training is desirable.
- Documented evidence of a clear criminal record (FBI and BCI).
- Congenial telephone etiquette and experience operating a multi-line system.
- Proficient in office protocol and the use of business equipment.
- Proficient in the use of office and management information software (EMIS, DASL, PaySchool, AESOP, ParentSquare, FinalForms).
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Bookkeeping skills and the ability to apply advanced mathematical concepts.
- Multitasking ability and strong interpersonal skills.
- Meets qualifications to become a Notary public.
- Training in ALICE school safety process.

Supervisory responsibility:

Under the direction of the Principal: plans work assignments, provides instructions, and communicates expectations to assigned office staff. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

Duties and Responsibilities:

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs administrative support functions. Organizes and maintains a functional filing system that ensures the safe retention of office records. Keeps materials properly filed to maintain an orderly office.
- Upholds Board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Initiates emergency procedures during the absence of the Principal or Assistant Principal.
- Answers the telephone. Learns the names of key district staff. Directs calls based on the nature of the inquiry. Takes messages. Manages calls efficiently to keep telephone lines open. Places long distance calls for restricted lines.
- Monitors the sign in/out log.
- Maintains an office calendar. Schedules appointments as directed.
- Helps communicate information about weather delays and emergencies.



- Respects personal privacy. Maintains the confidentiality of privileged information.
- Prepares displays and bulletin boards as directed.
- Processes incoming, outgoing, interoffice mail and faxes. Updates names on staff mailboxes. Helps prepare special mailings.
- Processes interim reports, report cards, and supplemental information.
- Enters and maintains educational management information (EMIS) data as directed.
- Helps prepare newsletters, notices, and public announcements and updates website.
- Prepares requisitions as directed. Receives, stores, and inventories office supplies.
- Notifies recipients about the arrival of packages.
- Receives, sorts, and counts money collected in the building as directed. Prepares records suitable for audits. Prepare and make bank deposits. Prepares fee reports and letters.
- Authenticates student requests to be dismissed during school hours. Processes late arrivals. Collects class attendance. Distributes absentee list. Prepares daily attendance records.
- Maintain staff attendance records (AESOP). Confirm all staff absences have coverage. Make necessary calls as needed. Reviews and approves Renhill invoices for payment.
- Maintains staff and student medical emergency authorization forms. Prepares accident reports.
- Monitors students sent to the office for illness or discipline reasons.
- Prepares enrollment/withdrawal records. Processes transcripts. Prepares permanent records, class schedules, graduates/inactive lists, etc.
- Prepares monthly enrollment report for Central Office.
- Assign classes to Art, Music, and Physical Education in DASL.
- Assign teachers and schedules to students in DASL.
- Monitors bus communications. Conveys information as needed.
- Helps coordinate school programs (e.g., student orientation, open houses, parent conferences, recognition activities, staff in-service programs, etc.).
- Schedules building rentals through FMX.
- Input maintenance and repair services needed through FMX.
- Takes precautions to ensure student safety. Reports unauthorized persons or suspicious circumstances immediately.
- Reports evidence of suspected child abuse as required by law.
- Cross-trains with other office staff. Offers assistance when needed.
- Keeps current with advances in office technology and office procedures.
- Participates in staff meetings and professional growth activities as directed.
- Accepts responsibility for decisions and conduct. Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

Required Knowledge, Skills and Abilities:

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Takes the initiative to identify and solve problems independently.
- Works cooperatively to support a successful team effort.
- Effectively uses verbal, nonverbal, writing and listening skills.
- Completes detailed paperwork accurately.
- Reacts productively to interruptions and changing conditions.
- Operates office equipment efficiently and accurately.
- Lifts, carries, and/or moves office supplies and equipment.



- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments as directed.

Working Conditions:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interactions with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening and/or weekend.

Performance Evaluation:

Job performance is evaluated according to the policy provisions adopted by the Twinsburg City School District Board of Education.

The Twinsburg City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Revised: August 21, 2000
Revised: September 13, 2013
Revised: February 21, 2018
Revised: March 19, 2025

EXHIBIT J-5 - Board of Education Meeting March 19, 2025



Administrative Assistant – Elementary School Principal

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