



## Secretary/EMIS

**STARTING DATE:** 2019-2020 School Year  
**REPORTS TO:** Assigned Supervisor  
**WORK YEAR:** 12 month - 260 day work year - 8 hours per day  
**SALARY RANGE:** Appropriate step on the classified salary schedule (Level III) - Commensurate with experience and education

### QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- High School diploma; Associate's or Bachelor's Degree preferred
- Prior work experience with EMIS reporting is preferred
- Completed or willing to attend training for EMIS professionals offered by the Ohio Department of Education
- Technology competencies with knowledge and experience in various state software applications (e.g. EMIS, DASL, Power School, Schoology etc.)
- Demonstrated experience in analysis and presentation of data using various software applications involving databases and spreadsheets
- Highly motivated and confident self-starter with excellent planning, organizational and problem solving skills
- Excellent human relations skills with a demonstrated ability to handle challenging situations in a professional and calm manner
- Ability to multitask and prioritize workload to meet periods of peak demand using strong analytical ability
- Experience in collaborating across multiple stakeholders
- Efficient and effective in meeting deadlines and actively reporting data into EMIS
- Demonstrate good character, honesty, professionalism, integrity, commitment and dedication to reporting the most accurate student data
- Occasional requirement to lift and carry office supplies and materials up to a maximum of 50 pounds
- Demonstrates necessary communication skills to obtain, convey and complete data entry requirements with attention to detail
- Ability to understand and maintain the critical need for confidentiality
- Commitment to cross-training and on-going professional development
- Capable of analyzing and presenting data to various stakeholders
- Must be skilled at collaborating with colleagues in a tactful, congenial, and personal manner to insure highest quality team effectiveness
- Ability to exercise good judgment and work independently or as part of a team in a common office environment
- Comply with drug-free workplace rules and board policies and provide documented evidence of a clear criminal record

### RESPONSIBILITIES MAY INCLUDE BUT ARE NOT LIMITED TO:

- Coordinate, generate, and accurately submit state and federal education data as outlined in the EMIS guide issued by the State of Ohio Department of Education
- Research state reporting EMIS questions, investigate data inconsistencies, communicate EMIS changes and data "best practices" with various staff within and outside the district in a timely, proactive, and professional fashion
- Ability to comprehend and apply data reporting rules for local, state, and federal reporting, troubleshoot data error solutions, and learn new software and reporting rules
- Develop and coordinate building and district information management systems to provide efficient and effective collection, storage, communication of student and staff data
- Communicate student and staff reporting requirements to district administrators and other personnel responsible for collecting data
- Make state and local contacts to ensure compliance with EMIS Guidelines and file appropriate waivers as necessary
- Monitor resident student data for Community Schools' ADM
- Assist with coordination of the student scheduling process
- Understand and adapt to regular EMIS changes per legislation adjustments
- Provide administrative or clerical support as directed
- Assist staff with the creation of custom reports, spreadsheets, and data files
- Attend district and state professional development events as requested
- Provide administrative support services necessary for the effective management of district operations as requested
- Keep current with advances in technology and update office procedures as needed
- Monitor and maintain complete and accurate records as required by law, district policy and administrative regulations
- Actively assist in upholding and enforcing school rules, administrative regulation and Board Policy in pursuit of District Goals and Mission
- Maintain an acceptable attendance record and be punctual
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace at all times
- Perform other specific job-related duties as directed

**DEADLINE:** Open until filled.  
Visit <https://www.greenecc.com/Page/38> for instructions on the application process

**APPLY TO:** David Deskins, Superintendent, Greene County Career Center  
2960 W. Enon Road, Xenia, OH 45385  
[jobs@greenecc.com](mailto:jobs@greenecc.com)

Posted: 7/11/19

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