

Springfield Local Schools



EMIS Coordinator/Superintendent Secretary

Posting Date: October 17, 2023

Posting Deadline: November 1, 2023

District: Springfield Local Schools (Mahoning County)

Job highlights: The district seeks a candidate able to work in a fast-paced environment with strong typing skills, critical attention to detail, proficient with EMIS/Word/Docs and Excel/Sheets, and able to work positively and proactively with district staff members and members of the community

Qualifications:

- Previous EMIS experience preferred
- Multitasking ability and strong interpersonal/communication skills
- Professionalism and the ability to ensure confidentiality of data
- Knowledge of interactive computing environment
- Knowledge of currently used operating system software
- Ability to work with many individuals of varying backgrounds and experience in student services and EMIS reporting
- Display aptitude for excellent customer service
- Experience with Microsoft Office and G Suite by Google products

Job Responsibilities include the following:

- Builds trust and fosters ongoing positive relationships with all stakeholders
- Performs all duties consistent with the scope and intent of the position with strict confidentiality
- Maintains an in-depth knowledge of all EMIS reporting requirements for the Department of Education and Workforce, formerly the Ohio Department of Education
- Assumes responsibility for attending meetings relevant to this position and disseminates information to appropriate staff or district personnel
- Develops custom reports, grade forms, transcripts, etc. as needed for use with all Student Information Software used by SLSD.; Develops and maintains documents as needed
- Keeps current with all local EMIS reporting concerns and all concerns related to all Student Information Software
- Work cooperatively with other offices
- Experience working independently and managing multiple projects
- Perform other duties as assigned by the Superintendent and/or other supervisors.

- Receive phone calls, maintaining a helpful and positive demeanor. Use discretion to determine those which are to be handled by the Superintendent personally, as well as those delegated to a subordinate or other department. Make referrals as appropriate, answer general questions, including those requiring research or technical knowledge
- Responsible for organizing registration documents
- Ability to work well with others
- Strives to develop rapport and serves as a positive role model for others
- Performs other specific job-related duties as directed
- Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school
- Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines
- Adhere to federal statutes and regulations, Ohio school law, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.

Interested applicants should email or send a letter of interest, resume and credentials to:
Springfield Local Schools
% Rachael Smith, Superintendent
P.O. Box 549
New Middletown, Ohio 44442
rasmith@springfieldlocal.us