



Springfield LOCAL SCHOOL DISTRICT

BOARD OF EDUCATION

Christina Ziga-Budd
Director of Student Services

Christopher Adams
Treasurer

Shelley Monachino
Superintendent

Dustin Boswell
Business Manager

Mary Meadows
Director of Academics
and Human Resources

June 3, 2026

Mrs. Linda Cooper
OAPSE #179

Re: **POSTING**

The following position is anticipated to be available July 1, 2026:

EMIS Coordinator
8.0 Hours, 260 days
7:30am – 3:30pm

In this position, strong skills in Microsoft Excel, Microsoft Word, student information systems, report generation, data validation, and student scheduling are critical. The successful candidate must be able to manage large amounts of data accurately, identify discrepancies, meet strict deadlines, and communicate effectively with staff and families.

Candidates advancing in the selection process should expect to complete pre-employment assessments measuring accuracy, analytical ability, computer proficiency, and skills necessary for successful performance in a data-intensive position.

Those interested in this position should apply in writing or email (sp_boswell@springfieldspartans.org) to Dustin Boswell by 4pm June 11, 2026. Please obtain a signed receipt copy of your letter. For emails, a response will be sent.

Sincerely,

Dustin A. Boswell

Dustin Boswell
Business Manager

EMIS Coordinator

SPRINGFIELD LOCAL SCHOOL DISTRICT

Job Description

AKRON, OHIO

QUALIFICATIONS

- Associate's degree, bachelor's degree, specialized training, or equivalent experience in education, business, information systems, data management, or a related field.
- Experience with educational data management, compliance reporting, student information systems, enrollment processes, or related data systems preferred.
- Demonstrated ability to analyze, organize, and maintain accurate records and data.
- Strong organizational, problem-solving, communication, and technology skills.
- Ability to manage multiple deadlines while maintaining a high level of accuracy and confidentiality.
- Ability to work collaboratively with staff, families, and external agencies.
- Demonstrated proficiency with computer applications, databases, spreadsheets, and data management systems.
- Ability to learn and apply changing state and federal reporting requirements.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

JOB GOAL

To serve as the District's primary resource for educational data management, reporting, and compliance by ensuring the accurate collection, validation, maintenance, and submission of student, staff, and district data required for state and federal accountability, funding, and reporting purposes.

DUTIES & RESPONSIBILITIES

- Coordinate all required state and federal data reporting and certification activities.
- Ensure the accuracy, completeness, and timely submission of student, staff, program, and district data.
- Monitor, audit, and resolve data discrepancies to maintain compliance and reporting integrity.
- Generate reports and provide data analysis to support district operations, planning, accountability, and funding.
- Maintain records and documentation related to data reporting, audits, compliance reviews, and funding verification.

- Oversee student enrollment records and processes, including open enrollment applications, residency documentation, enrollment verification, and related reporting requirements.
- Coordinate and support the District's Student Information System (SIS), including student scheduling, enrollment processes, system configuration, data integrity, user training, and troubleshooting.
- Collaborate with administrators, counselors, secretaries, technology staff, and other departments to ensure consistent and accurate data practices.
- Provide training and support to district personnel regarding data entry, reporting requirements, and best practices.
- Assist with the development and implementation of procedures to improve data quality, consistency, and compliance.
- Maintain confidentiality of student, staff, and district information in accordance with applicable laws and regulations.
- Serve as a liaison with state agencies, Information Technology Centers (ITCs), software vendors, and other external organizations regarding data reporting and compliance matters.
- Participate in professional development activities to remain current with reporting requirements, data management practices, and industry trends.
- Maintain regular attendance.
- Perform other duties as assigned by the Treasurer/CFO or designee.

PHYSICAL DEMANDS

- Work is primarily performed in an office environment.
- Requires prolonged periods of sitting, computer use, and data entry.
- Requires use of hands and fingers for keyboarding and operation of office equipment.
- Requires the ability to communicate effectively in person, by telephone, and through electronic communication.
- Occasional lifting, carrying, or moving of materials weighing up to 25 pounds.

WORK ENVIRONMENT

1. Work is performed primarily in an office setting with regular interaction with staff, students, parents, and outside agencies.
2. Requires adherence to strict reporting deadlines and timelines.
3. May require attendance at meetings, training, or professional development activities outside the normal workday.
4. Work involves handling confidential student and employee information.

TERMS OF EMPLOYMENT

260 Day Contract. Salary and work year to be established by the Board.

EVALUATION

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of support services personnel.

| Treasurer's Office | | |
|---|-------------|----------------------|
| Effective 07/01/26 (2.5% increase) | | |
| | | Acct Clerk IV |
| Index | Step | Hourly |
| 1.0000 | 0 | 23.68 |
| 1.0300 | 1 | 24.39 |
| 1.0500 | 2 | 24.86 |
| 1.0700 | 3 | 25.33 |
| 1.0900 | 4 | 25.81 |
| 1.1100 | 5 | 26.28 |
| 1.1300 | 6 | 26.76 |
| 1.1500 | 7 | 27.23 |
| 1.1700 | 8 | 27.70 |
| 1.1900 | 9 | 28.18 |
| 1.2100 | 10 | 28.65 |
| 1.2300 | 11 | 29.12 |
| 1.2500 | 12 | 29.60 |
| 1.2700 | 13 | 30.07 |
| 1.2700 | 14 | 30.07 |
| 1.3100 | 15 | 31.02 |
| 1.3100 | 16 | 31.02 |
| 1.3100 | 17 | 31.02 |
| 1.3100 | 18 | 31.02 |
| 1.3100 | 19 | 31.02 |
| 1.3500 | 20 | 31.96 |
| 1.3900 | 25 | 32.91 |
| 1.4300 | 27 | 33.86 |

Account Clerk Column III removed effective 2026-2027 school year. All clerks advance one column forward.

Springfield Local School District Job Calendar Report

July, 2026 B - 260 DAY NON-CERTIFIED

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-------|-------|-------|-------|-------|-----|
| | | 01: W | 02: W | 03: H | 04: | |
| 05: | 06: | 07: W | 08: W | 09: W | 10: W | 11: |
| 12: | 13: W | 14: W | 15: W | 16: W | 17: W | 18: |
| 19: | 20: W | 21: W | 22: W | 23: W | 24: W | 25: |
| 26: | 27: W | 28: W | 29: W | 30: W | 31: W | |

Work Days: 21 Holidays: 1 Calamity: 0 Make-up: 0

August, 2026 B - 260 DAY NON-CERTIFIED

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-------|-------|-------|-------|-------|-----|
| | | | | | | 01: |
| 02: | 03: W | 04: W | 05: W | 06: W | 07: W | 08: |
| 09: | 10: W | 11: W | 12: W | 13: W | 14: W | 15: |
| 16: | 17: W | 18: W | 19: W | 20: W | 21: W | 22: |
| 23: | 24: W | 25: W | 26: W | 27: W | 28: W | 29: |
| 30: | 31: W | | | | | |

Work Days: 21 Holidays: 0 Calamity: 0 Make-up: 0

September, 2026 B - 260 DAY NON-CERTIFIED

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-------|-------|-------|-------|-------|-----|
| | | 01: W | 02: W | 03: W | 04: W | 05: |
| 06: | 07: H | 08: W | 09: W | 10: W | 11: W | 12: |
| 13: | 14: W | 15: W | 16: W | 17: W | 18: W | 19: |
| 20: | 21: W | 22: W | 23: W | 24: W | 25: W | 26: |
| 27: | 28: W | 29: W | 30: W | | | |

Work Days: 21 Holidays: 1 Calamity: 0 Make-up: 0

October, 2026 B - 260 DAY NON-CERTIFIED

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-------|-------|-------|-------|-------|-----|
| | | | | 01: W | 02: W | 03: |
| 04: | 05: W | 06: W | 07: W | 08: W | 09: W | 10: |
| 11: | 12: W | 13: W | 14: W | 15: W | 16: W | 17: |
| 18: | 19: W | 20: W | 21: W | 22: W | 23: W | 24: |
| 25: | 26: W | 27: W | 28: W | 29: W | 30: W | 31: |

Work Days: 22 Holidays: 0 Calamity: 0 Make-up: 0

November, 2026 B - 260 DAY NON-CERTIFIED

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-------|-------|-------|-------|-------|-------|-----|
| | | | | | | 01: |
| 02: W | 03: W | 04: W | 05: W | 06: W | 07: | |
| 08: | 09: W | 10: W | 11: W | 12: W | 13: W | 14: |
| 15: | 16: W | 17: W | 18: W | 19: W | 20: W | 21: |
| 22: | 23: W | 24: W | 25: W | 26: H | 27: H | 28: |
| 29: | 30: W | | | | | |

Work Days: 19 Holidays: 2 Calamity: 0 Make-up: 0

December, 2026 B - 260 DAY NON-CERTIFIED

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-------|-------|-------|-------|-------|-----|
| | | 01: W | 02: W | 03: W | 04: W | 05: |
| 06: | 07: W | 08: W | 09: W | 10: W | 11: W | 12: |
| 13: | 14: W | 15: W | 16: W | 17: W | 18: W | 19: |
| 20: | 21: W | 22: W | 23: W | 24: W | 25: H | 26: |
| 27: | 28: H | 29: H | 30: H | 31: H | | |

Work Days: 18 Holidays: 5 Calamity: 0 Make-up: 0

January, 2027 B - 260 DAY NON-CERTIFIED

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-------|-------|-------|-------|-------|-----|
| | | | | | 01: H | 02: |
| 03: | 04: W | 05: W | 06: W | 07: W | 08: W | 09: |
| 10: | 11: W | 12: W | 13: W | 14: W | 15: W | 16: |
| 17: | 18: H | 19: W | 20: W | 21: W | 22: W | 23: |
| 24: | 25: W | 26: W | 27: W | 28: W | 29: W | 30: |
| 31: | | | | | | |

Work Days: 19 Holidays: 2 Calamity: 0 Make-up: 0

February, 2027 B - 260 DAY NON-CERTIFIED

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-------|-------|-------|-------|-------|-------|-------|
| | | | | | | 01: W |
| 02: W | 03: W | 04: W | 05: W | 06: | | |
| 07: | 08: W | 09: W | 10: W | 11: W | 12: W | 13: |
| 14: | 15: H | 16: W | 17: W | 18: W | 19: W | 20: |
| 21: | 22: W | 23: W | 24: W | 25: W | 26: W | 27: |
| 28: | | | | | | |

Work Days: 19 Holidays: 1 Calamity: 0 Make-up: 0

March, 2027 B - 260 DAY NON-CERTIFIED

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-------|-------|-------|-------|-------|-------|
| | | 01: W | 02: W | 03: W | 04: W | 05: W |
| 06: | 07: W | 08: W | 09: W | 10: W | 11: W | 12: W |
| 13: | 14: W | 15: W | 16: W | 17: W | 18: W | 19: W |
| 20: | 21: W | 22: W | 23: W | 24: W | 25: W | 26: H |
| 27: | 28: W | 29: W | 30: W | 31: W | | |

Work Days: 22 Holidays: 1 Calamity: 0 Make-up: 0

April, 2027 B - 260 DAY NON-CERTIFIED

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-------|-------|-------|-------|-------|-----|
| | | | | 01: W | 02: W | 03: |
| 04: | 05: W | 06: W | 07: W | 08: W | 09: W | 10: |
| 11: | 12: W | 13: W | 14: W | 15: W | 16: W | 17: |
| 18: | 19: W | 20: W | 21: W | 22: W | 23: W | 24: |
| 25: | 26: W | 27: W | 28: W | 29: W | 30: W | |

Work Days: 22 Holidays: 0 Calamity: 0 Make-up: 0

May, 2027 B - 260 DAY NON-CERTIFIED

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-------|-------|-------|-------|-------|-----|
| | | | | | | 01: |
| 02: | 03: W | 04: W | 05: W | 06: W | 07: W | 08: |
| 09: | 10: W | 11: W | 12: W | 13: W | 14: W | 15: |
| 16: | 17: W | 18: W | 19: W | 20: W | 21: W | 22: |
| 23: | 24: W | 25: W | 26: W | 27: W | 28: W | 29: |
| 30: | 31: H | | | | | |

Work Days: 20 Holidays: 1 Calamity: 0 Make-up: 0

June, 2027 B - 260 DAY NON-CERTIFIED

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-------|-------|-------|-------|-------|-----|
| | | 01: W | 02: W | 03: W | 04: W | 05: |
| 06: | 07: W | 08: W | 09: W | 10: W | 11: W | 12: |
| 13: | 14: W | 15: W | 16: W | 17: W | 18: H | 19: |
| 20: | 21: W | 22: W | 23: W | 24: W | 25: W | 26: |
| 27: | 28: W | 29: W | 30: W | | | |

Work Days: 21 Holidays: 1 Calamity: 0 Make-up: 0

Grand Totals for Calendar B - 260 DAY NON-CERTIFIED: Work Days: 245 Holidays: 15 Calamity: 0 Make-up: 0