

Defiance City Schools
Position Opening
Position Vacancy Posting

Classification: EMIS Coordinator – Confidential Employee
Location of Work: Central Office
Hours Per Day: 8 hours day / approximately 215 days per year
Rate of Pay: Commensurate with qualifications and experience
Starting Date: ASAP

Qualifications:

1. Must have a high school diploma or GED.
2. Post-secondary business school training or equivalent secretarial work experience is desirable. EMIS or like experience preferred, but not required.
3. Ability to establish working relationships with co-workers and function as part of a cohesive team.
4. Experience with automated data processing system programs.
5. Ability to consistently and accurately enter, maintain, and interpret data.
6. Energetic self-starter. Thorough, gives careful attention to details and effective customer service.
7. Consistently dependable and flexible. Accepts new responsibilities and assignments willingly.
8. Effective organizational planning and management skills.

Duties include, but are not limited to:

1. Coordinates district-wide educational management information system activities. Coordinates communications and transfer of data between district buildings and the IT site.
2. Keeps informed about program and procedure changes. Routinely interacts with all building departments/services to ensure good communications.
3. Coordinates collection and data entry processes. Maintains all state required records (e.g., student demographics, academic courses, testing data, attendance, etc.). Assists the business office with fiscal data processing as requested.
4. Monitors student data to ensure accuracy and compliance with state guidelines. Provides guidance, corrects errors, and helps resolve problems encountered by staff.
5. Respects personal privacy. Maintains the confidentiality of privileged information.
6. Other duties related to an office environment.

Applicants who apply may be subject to skills tests to determine whether he/she meets the job requirements.

Submit letter of application and resume to:

Mr. Michael Struble, Superintendent
Defiance City Schools
629 Arabella Street
Defiance, Ohio 43512

Posted: October 11, 2017
Deadline for Application: Until filled