

January 2, 2018

YELLOW SPRINGS SCHOOL DISTRICT JOB POSTING

Position: Executive Assistant to the Superintendent/Education Management Information System (EMIS) Coordinator

Due to the retirement of the current Executive Assistant/EMIS Coordinator at the end of the 2017-18 school year, the Yellow Springs School District is seeking qualified applicants for the position.

The Yellow Springs School District has identified the following qualifications important for the role of Executive Assistant/EMIS Coordinator:

- Must be accurate, efficient, and capable of multi-tasking and handling detailed work assignments
- Self-motivated and self-directed with the ability to organize, prioritize, problem-solve, and meet deadlines
- Maintains confidentiality
- Proficient with Microsoft Office programs and student information software programs
- Demonstrates a commitment to keeping current with technological advances
- Accounting skills/experience, with knowledge of school accounting and software preferred
- Exceptional attendance and work record
- Ability to get along and communicate with staff, administrators, public and others
- School experience preferred but not required
- Please see attached job description for detailed listing of job responsibilities

Terms of Employment:	Full-time, 12 months per year
Salary:	\$25.18/hour - \$31.91/hour
	Based on qualifications and experience
Employment Begins:	May 1, 2018
	In order to overlap time to work with current employee
Application Deadline:	February 2, 2018

Requirements for a complete application packet can be found on the District website at www.ysschools.org (District Information, Employment link) using the classified position requirements. Please provide a letter of interest, an updated resume, and three references. A completed classified application is not required for this exempt position. For questions contact number is 937.767.7381

Email application materials to jobs@ysschools.org

Job Description

- I. General Description: Performs a full-range of secretarial, administrative and financial duties in support of the superintendent, Board of Education, staff and school district.
- II. Evaluated by: Superintendent
- III. Qualifications:
 1. High School Graduate
 2. Office experience or training
 3. Typing and computer skills
 4. Math skills
 5. Strong interpersonal and communication skills
 6. Strong organizational skills
 7. Ability to handle multiple tasks
 8. Experience in a team setting
 9. Ability to make decisions
- IV. Duties/Responsibilities:

Executive Assistant

 1. School Calendar
 2. School closings and delays
 3. Notify other school districts of open enrollment students
 4. Prepare Agenda for approval and prepare Board packets/documentation and post online
 5. Contracts – Personnel
 6. Personnel/Human Resources:
 - a. Job postings/Classified Ads
 - b. New employees
 - c. Job application files
 - d. Substitutes
 - e. AESOP (computerized substitute program)
 - f. Co-curriculars
 - g. Background checks (BCI/FBI)
 - h. Payroll paperwork distributed and collected to new hires
 7. Maintain evaluation grid and notify Principals of evaluation schedule
 8. Certification/Licensure/Permits
 - a. Renewals/LPDC
 - b. Substitute certification
 - c. General information and assistance
 9. Documentation for drivers (Driver certification/driver physical)
 10. Provide information needed for negotiations
 11. Maintain Staff seniority lists / Staff Salary Grid
 12. Provide information to Principals when needed

13. Application, approval & verification processes of Free & Reduced lunch for entire district. Enter data in DASL/SDMS systems
14. Policy Updates per NEOLA – attends policy committee meetings and prepare documentation for such, record policy changes, prepare policy updates for NEOLA
15. Student information:
 - a. Student packets at the beginning of the school year
 - b. Maintain enrollment and open enrollment figures
 - c. Boundaries of school district (student residency)
 - d. Foreign exchange student information/guidance from Dave Smith
16. Assistance to Treasurer
 - a. Work with assistant to the treasurer on preparation of work calendars and post online
 - b. Bi-weekly attendance, ensure that leaves are posted in Kiosk (Superintendent, Treasurer, Special Ed Supervisor & Executive Assistant)
 - c. Updates of salaries
 - d. Billing for students in foster care/court placed (SF-14) (SF-14H) in conjunction with the EMIS Coordinator (reported in ODDEX)
 - e. Transportation (T-1 report)

Duties/Responsibilities:

EMIS Coordinator

17. EMIS Staff/Student Data Entry
18. Provide data, prepare, maintain, transfer and submit DASL / EMIS data entry/reports (Enrollment, Open Enrollment, Special Education, required state testing data, Attendance, monitor Community Schools, CCP (College Credit Plus), court placed tuition students, and SCR (Student Cross Reference) through ODDEX, maintain accountability and compliance for district through EMIS, prepared for success, graduation requirements, third grade guarantee, review FTE reporting for accurate state funding, review local report data) enter/maintain DASL security access / Grade Book support.
19. Assist administrative and secretarial personnel in the input of data to EMIS
20. Review of data to ensure correct reporting especially during all review periods
21. Participation in ongoing EMIS training through MVECA and ODE
22. Provide EMIS information to other staff member as needed and appropriate (trainings, checklists, manuals, etc.)
23. Make recommendations as appropriate concerning technology and procedures for the operation, maintenance and enhancement of district EMIS program
24. Maintain respect at all times for confidential information, e.g., reporting in special education programs, financial information, student grades, payroll information and personnel files

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25. Billing for students in foster care/court placed (SF-14) (SF-14H) in conjunction with the Executive Assistant (reported in ODDEX)
 26. CRDC (Civil Rights Report) every other year collect and enter data for the CRDC for the Civil Rights Commission.
 27. Other duties as directed by Treasurer and Superintendent
- V. Terms of Employment: 12-months/year, 8-hours per day
- VI. Policy Employee