
NOTICE OF VACANCY

Title: SECRETARY TO THE SUPERINTENDENT/E.M.I.S. COORDINATOR

Reports to: Superintendent

Job Objective: Serves as confidential secretary to the superintendent. Provides administrative support services for the effective management of district operations and Education Management Information System (E.M.I.S.).

Minimum

- Qualifications**
- Bachelor's Degree, post secondary business school training or equivalent secretarial work experience is preferable.
 - Knowledge of Microsoft Office and Google Docs/Sheets/Slides would be helpful. An acceptable score on a pre-employment test may be required.
 - Knowledge of SIS/DASL, ProgressBook, BoardDocs and EMIS is desirable.
 - Meets all mandated health requirements.
 - A record free of criminal violations that would prohibit public school employment.
 - Complies with drug-free workplace rules and board policies.
 - Strong organizational, planning, and project management skills.
 - Multitasking ability and strong diplomacy skills. Congenial telephone etiquette.
 - Keeps current with technology and other workplace innovations that support job functions.
 - Proficient in office protocol, data entry, spelling, proofreading, and the correct use of grammar.
 - Accounting skills and the ability to consistently accurately compute and record mathematical data.
 - Gives careful attention to details and effective customer-service.
 - Ability to physically manage bulky and/or unwieldy packages and supplies.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Responsible for accurate and timely data input and output for the state Educational Management Information System (EMIS). Maintains an accurate enrollment count for the school district.
- Coordinates with building secretaries or appropriate personnel the maintenance of information through pupil accounting software (DASL/ProgressBook). Works with auditor's as requested.
- Coordinates office workflow. Monitors work progress. Helps staff as needed to meet deadlines.
- Provides administrative support services. Takes the initiative to perform routine tasks independently. Maintains electronic databases and paper filing systems that support the safe and efficient retention/retrieval of files/records. Maintains an orderly work area.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Keeps informed about program and procedure changes. Greets and assists office visitors. Answers and directs phone calls. Takes messages. Maintains an office calendar. Keeps administrators/staff informed about scheduled events.
- Helps communicate information about weather delays and program cancellations.
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.). Verifies the accuracy of database information as directed.
- Processes enrollment applications with high school administrators, mails notices, and maintains records. Processes mail using the Pitney Bowes postage system.
- Updates board policy manuals and prepares Board agendas with BoardDocs.
- Maintains student discipline files (e.g., letters, student expulsions, hearings, etc.).

- Maintains a building-use calendar. Processes rental contracts/invoices through treasurer's office.
- Composes and types routine correspondence, memos, notes, forms, etc.
- Transcribes, types, duplicates, assembles, and processes routine documents and special mailings.
- Collects, compiles, edits, and types statistical data and reports as directed.
- Assists with special projects as directed.
- Uses photocopy/duplicating equipment. Fixes minor malfunctions. Contacts vendors as needed.
- Maintains forms related to administrative procedures and program functions.
- Monitors and reorders office supplies to maintain reliable service levels.
- Discards archived records following the board-adopted records retention/disposal schedule.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Performs recordkeeping with regards to teacher certification and licensure and employee background checks.
- Compiles and maintains district bargaining unit seniority lists.
- Keeps current with advances in office technology. Updates office procedures.
- Cross-trains with department staff and assists with unexpected/urgent situations as needed.
- Participates in staff meetings and professional growth opportunities as directed.
- Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Upholds board policies. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Attends professional meetings, conferences and in-services to keep updated on the latest information as to the State and/or District computer management information systems.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work environment.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Maintains an acceptable attendance record and is punctual.
- Performs duties efficiently with limited supervision. Meets deadlines despite time constraints.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Reacts productively to interruptions and changing conditions.

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks quickly.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Using a computer keyboard and monitor for prolonged periods.

Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Columbiana County Career and Technical Center Board.

Conditions of Employment:

1. Length of employment...250 days per year
2. Hours per day...Eight (8)
3. Salary...Per Board approval
4. Fringe Benefits...Per Board approval
5. Probationary Period...Ninety (90) days

Procedure:

If interested, make application to Willard C. Adkins, Superintendent, Columbiana County Vocational School District, 9364 State Route 45, Lisbon, Ohio 44432. Phone 330-424-9561, ext. 112.

The Columbiana County Vocational School District is an EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION. Employment and educational opportunities are offered without regard to race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Columbiana County Career and Technical Center is in compliance with TITLE VI, TITLE IX, AND SECTION 504. The coordinator, Curt Kaiser, has offices located at the Columbiana County Career and Technical Center, 9364 State Route 45, Lisbon, OH 44432, telephone (330) 424-9561 extension 117.

Posted Internally: June 1, 2021

Deadline To Apply: Until Filled