

Little Miami Local School District

Job Description

Position: K-8 Secretary

Classification: Class III

Reports To: Principal/EMIS Director

Salary: As set by the Board of Education

Evaluation: Performance of this job assignment will be evaluated annually in accordance with provisions of the Board's policy.

Qualifications: Associates Degree; OR completion of 48 semester or 72 quarter hours verified by college transcript; OR meet a rigorous standard of quality assessment through the Warren County Career Center.
Demonstrates proficiency in Microsoft Word and Excel.
Demonstrates problem solving skills.
Experience with SI/EMIS operations required.
Willingness to continue professional development to incorporate new laws, coding and software adjustments as it relates to state and federal mandated data collection.
Demonstrates verbal communication skills/interpersonal skills.
Professional appearance.
Be capable of working with minimal supervision.

Description: To process building level data into SI (Student Information), prepare reports and maintain appropriate data files for the state mandated Education Management Information Systems (EMIS). To assist in maintaining a professional atmosphere while performing necessary duties required to operate the office, handling of students, parents, visitors, and professional staff in an efficient manner.

Essential Functions:

1. Responsible for all school related data processing activities including, but not limited to, scheduling, attendance, grade reports, class lists, homeroom lists, discipline, admission/withdrawals and related areas.
2. Serve as the EMIS information processor for the building.
3. Responsible for ensuring contact is made to parent or guardian, by school personnel, in a timely manner to verify student absence when parent/guardian fails to notify school personnel of student absence.
4. Maintain current instructional guides as it relates to EMIS to ensure accuracy of data when changes in law occur.
5. Safeguards student files (cumulative folders) to see that they are not lost, misfiled, or open to unauthorized personnel.
6. Responsible for smooth operation and business-like appearance of office.
7. Greets students, staff, parents and visitors courteously and professionally.
8. Maintains confidentiality.

9. Type letters, memos, reports for the Principal and other administrative personnel as directed.
10. Operates all office equipment as needed.
11. Receives telephone calls and makes proper disposition of calls.
12. Display knowledge of the activities and functions of the school on a daily basis to answer routine questions from parents, communities and outside entities.
13. Keeps the office, counter and storage areas neat at all times.
14. Works as a cooperative team member and maintains a positive relationship with peers.
15. Performs such other duties as assigned by the building Administrators.

Additional Working Conditions:

1. Exposure to blood, bodily fluids, and tissue.
2. Exposure to loud noises.
3. Occasional interaction with unruly children.
4. Repetitive hand motion, e.g., computer keyboard, typing.
5. Interruption of duties by students, visitors, staff and/or telephone.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date