

NORTHMOR LOCAL SCHOOLS
VACANCY

High School EMIS Secretary
10 months

SALARY: As per the current Master Agreement Salary Schedule

JOB DESCRIPTION: 10-month position – provides clerical assistance and data management for EMIS reporting. Assist staff, students, parents, and members of the community.

QUALIFICATIONS:

- *High school diploma or equivalent. A record free of criminal violations that would prohibit public school employment
- *Prepare homeroom/class enrollment and/or various enrollment reports
- *Process new student information
- *Use EMIS for registration and maintain student EMIS information
- *Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- *Always maintain confidentiality
- *Assist with student scheduling
- *Serve as a role model for students
- *Efficient and effective in meeting deadlines.
- *Ability to multi-task, communicate effectively, verbally and in writing.
- *Strong organizational, planning and project management skills.
- *Congenial telephone etiquette.

APPLICATION: Interested applicants should send a letter of interest and resume to:

Mr. Brendan Gwartz
7819 State Route 19
Galion, Ohio 44833
Email: bgwartz@knightpride.org

DATE POSTED: Friday, January 5, 2024

DEADLINE: Friday, January 19, 2024

IT IS THE POLICY OF THE NORTHMOR LOCAL SCHOOL DISTRICT THAT EDUCATIONAL PROGRAMS AND ACTIVITIES ARE PROVIDED WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, AND SEX OR HANDICAP.