



## **Administrative Assistant to the Director of Secondary Education/EMIS**

**STARTING DATE:** 2025-2026 School Year (TBD)  
**REPORTS TO:** Director of Secondary Education  
**WORK YEAR:** 12-month (260 days - 40 hours per week)  
**SALARY RANGE:** Appropriate step on classified exempt salary schedule - Commensurate with experience and education

### **QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:**

- High School diploma or GED. Post-secondary training is desirable.
- Minimum three years of relevant work experience in an educational setting
- Highly motivated and confident self-starter with excellent planning, organizational and problem-solving skills
- Excellent human relations skills with a demonstrated ability to handle challenging situations in a professional and calm manner
- Ability to prioritize tasks, work independently, and maintain confidentiality
- Proficient in office protocol and software (Microsoft Office Suite, etc.).
- Experience with DASL, EMIS, Schoology, and Progress Book preferred
- Effective communication skills to convey and complete information; strong interpersonal skills
- Commitment to cross-training and on-going professional development
- Proficient with technology and excellent skills in composition, spelling, and punctuation
- Ability to exercise good judgment and work independently or as part of a team
- Comply with drug-free workplace rules and board policies and documented evidence of a clear criminal record

### **RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:**

- Provide direct administrative support to the Director, including scheduling, correspondence and meeting coordination
- Coordinate, generate, and accurately submit state and federal education data as outlined in the EMIS guide issued by the State of Ohio Department of Education
- Research state reporting EMIS questions, investigate data inconsistencies, communicate EMIS changes and data "best practices" with various staff within and outside the district in a timely, proactive, and professional fashion
- Collect, verify and enter accurate student, staff, and program data for EMIS reporting
- Ability to comprehend and apply data reporting rules for local, state, and federal reporting, troubleshoot data error solutions, and learn new software and reporting rules
- Develop and coordinate building and district information management systems to provide efficient and effective collection, storage, communication of student and staff data
- Communicate student and staff reporting requirements to district administrators and other personnel responsible for collecting data
- Make state and local contacts to ensure compliance with EMIS Guidelines and file appropriate waivers as necessary
- Monitor resident student data for Career Tech Planning Districts' ADM
- Understand and adapt to regular EMIS changes per legislation adjustments
- Coordinate meetings and prepare presentations
- Schedule staff observations and evaluations per the Director of Secondary Education
- Actively assist in upholding and enforcing school rules, administrative regulation and Board Policy
- Work under the guidelines of Greene County Career Center's Mission Statement and Goals
- Maintain an acceptable attendance record and be punctual
- Display reliability, model integrity and professionalism in all situations
- Perform other specific job-related duties as directed

**DEADLINE:** Open until filled.

**APPLY:** Visit <https://www.greenecccc.com/HumanResources.aspx> for instructions on the application process or submit online application at [Job Openings - Strategic Solutions \(myscvview.com\)](https://www.greenecccc.com/JobOpenings-StrategicSolutions(myscvview.com))

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