

**LIBERTY-BENTON LOCAL SCHOOLS**  
**JOB DESCRIPTION (Updated 8/2/2022)**

**TITLE:** EMIS Coordinator/Executive Secretary to the Superintendent of Schools

**REPORTS TO:** Superintendent of Schools

**EVALUATED BY:** Superintendent of Schools

**EMPLOYMENT STATUS:** Full time. This position carries a 1% additional payment feature.

**FLSA STATUS:** Non-exempt

**JOB OBJECTIVES:** To professionally represent and administer the needs of communication and development for Administration and Board of Education to Staff, Students, District Residents and Community.

**ESSENTIAL FUNCTIONS:**

1. Maintain respect at all times for confidential information.
2. Represent the Superintendent in communicating with staff, students, parents, and the public.
3. Assist the Superintendent in the planning, organizing, and supplementing office routines and practices including correspondence, reports, and notices.
4. Secure safety of locked administrative office during the school day.
5. Administer senior citizen extra-curricular passes.
6. Performs any bookkeeping and purchasing tasks associated with the specific position including preparation of requisitions for the Superintendent.
7. Maintains a schedule of appointments and arranges conferences and interviews at the request of the Superintendent.
8. Post required information and updates to Liberty-Benton website including Board Policy updates.
9. Prepares regular and special Board of Education meeting materials through consultation with administration.
10. Posts required Board of Education meeting notices to news agency, staff, and community.
11. Administers the Carver Model Policy through ourboardroom.com.
12. Review and process policy changes and updates with NEOLA representative and administration. Provide updates for website posting.
13. Posts district job vacancies at the request of the Superintendent.
14. Prepares Federal, State and District reports as assigned including the solicitation and compilation of necessary data.
15. Responsible for the sorting and distribution of district mail, UPS, and FedEx.
16. Maintain and update district wide job descriptions and evaluation formats.
17. Collects, processes, and distributes Board of Education information to staff, students, and community to include but not limited to Carver Model Policy correspondence and Levy information.
18. Process Superintendent, Treasurer, and Director(s) correspondence and reports.
19. Prepare and maintain adequate files and scheduling for the Superintendent.
20. Coordinate and maintain building use scheduling and arrangements as assigned.
21. Process employment applications and correspondence.
22. Business card production for the district staff and administration as needed.
23. Furnish legal bid documentation and correspondence for appropriate posting.
24. Support to athletic and building administrative offices when school is not in session.
25. Displays appropriate interpersonal skills with students, staff, administration, and community.
26. Advises the Superintendent regarding personal (EMIS) training needs.
27. Consults with Northwest Ohio Area Computer Services Cooperative regarding staff training and reporting procedures. Attend meetings pertaining to reporting periods and beginning and end of year processing.

28. Presents to the Superintendent for final approval, accurate and appropriate data to be submitted to Ohio Department of Education, when required.
29. Verifies state generated reports on a timely basis and correct data as needed, which could affect funding.
30. Annually provide the policy documentation of Open Enrollment to Ohio Department of Education.
31. Annually consult with administration of availability of open enrollment student openings.
32. Annually prepare and distribute the Open Enrollment applications to parents.
33. Annually collect applications (new and re-enrollment) for submission to the superintendent for approval.
34. Annually prepare and distribute notification of approval/rejection to applicants.
35. Annually maintain and prepare spreadsheet of all applicants, approvals, rejections, and movement of students.
36. Annually notify and copy all approved open enrollment applications to resident school personnel.
37. Annually prepare excess cost contracts to resident districts of open enrollment students.
38. Identify monthly new excess cost open enrollment students.
39. Semi-annually prepare tuition reimbursement reports, tuition module.
40. Processes home schooling applications, renewals, approvals and student listings.
41. Assists and coordinates with the Superintendent, Treasurer, Directors, Principals, and clerical staff to meet EMIS requirements.
42. Performs other duties as required by the Superintendent

**MINIMUM QUALIFICATIONS:**

- Possess a valid driver's license and BCII clearance.
- Possess a high school diploma and two years of post-secondary training and five years job experience as a secretary, or graduation from a recognized school of secretarial skills and two years job experience, or five years successful employment as a school secretary within this district or in another district of comparable size.
- Possess a high degree of proficiency in word processing, data base management and office procedures. Proficient in Microsoft Office Suite. Familiarity with computer graphics preferred. Must pass office skills assessment.
- Ability to represent the Administration, Board of Education, Staff and Students in communicating with parents and the community.
- Possess the ability to adapt professionally to changing administrative conditions and responsibilities.
- Professional tact, diplomacy and presentation with administrators, staff, teachers, students, parents and the community.
- Conscientious and assumes responsibility for own work performance.
- Demonstrate appropriate dress and attire for a business office setting.
- Possess certification or be willing to be trained in CPR and AED equipment operation.
- Must be physically able to lift up to 40 pounds.
- Be in good health, have high moral character and possess a strong attendance record.
- Demonstrate enthusiasm and a sincere desire to aid Administration, Board of Education, Staff, Students, Parents, and the community.
- Such alternatives to the above as the Administration and Board of Education may find appropriate and acceptable

**OTHER KNOWLEDGE SKILLS AND ABILITIES REQUIRED:**

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- Help instill in students the belief in and practice of the ethical principles and democratic values.
- Conduct other job duties related to the Executive Secretary to the Superintendent of Schools duties as assigned by the Superintendent.
- Displays appropriate interpersonal skills with students, staff, administration, and community.

**ADDITIONAL WORKING CONDITIONS:**

- Duties may entail occasional exposure to blood, bodily fluids and tissue.
- Duties may require frequent interaction among all types of administration, staff, students, parents, community members.
- Frequent requirement to sit, stand, walk, climb, balance, stoop, kneel, crouch, pull, push, and lift.
- Ability to see, hear, and speak.
- Occasional prolonged hours.
- Repetitive hand motions.
- Extended periods of work seated at desk.
- Work with frequent interruptions.
- Requirement to work during inclement weather.
- Exposure to noisy, active, hostile, busy environment.
- Duties will require to maintain emotional control under stress at all time

**The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.**

The Liberty-Benton Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change.

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

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

**Date approved: 8/31/2022**