

**BUCYRUS CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: EMIS CLERK

File 206

Reports to: Assigned Supervisor

Job Objective: Performs duties that support the effective collection, analysis, and maintenance of district data.

Minimum Qualifications:

- High school diploma. An acceptable score on a pre-employment test may be required.
- Post-secondary business school training or equivalent secretarial work experience is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Experience with automated data processing system programs.
- Ability to consistently and accurately enter, maintain, and interpret data.
- Energetic self-starter. Thorough, gives careful attention to details and effective customer-service.
- Keeps current with technology and other workplace innovations that support job functions.
- Consistently dependable. Flexible outlook. Accepts new responsibilities/assignments willingly.
- Effective organizational planning and project management skills.

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.

- Coordinates district-wide educational management information system activities (e.g., EMIS, PENTAMATIN, DSL, DASL, etc.). Coordinates communications and transfer of data between district buildings and the DA site.
- Provides clerical and program support services. Organizes office activities. 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.
- Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.
- Advances the professional image of the school district. Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns.
- Facilitates community partnerships and school-sponsored activities that enhance student learning.
- Keeps informed about program and procedure changes. Greets and assists office visitors. Answers and directs phone calls. Takes messages. Manages calls efficiently to keep lines open.
- Schedules appointments as directed. Maintains an office calendar. Prepares bulletin/message boards and displays as directed. Keeps administrators/staff informed about scheduled events.
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.). Monitors results to ensure the software is functioning correctly.
- Serves as a liaison to the DA-Site. Monitors regulations that determine the manner in which data is collected, recorded, and/or reported. Attends training programs to keep current with software modifications. Communicates updated information to district personnel responsible for data collection. Prepares manuals and helps train district staff in reporting procedures/requirements.
- Coordinates collection and data entry processes. Maintains all state required records (e.g., student demographics, academic courses, testing data, attendance, etc.). Assists the treasurer's office with fiscal data processing as requested.
- Analytically verifies the accuracy of student data to ensure accuracy and compliance with state guidelines. Provides guidance, corrects errors, and helps resolve problems encountered by staff.
- Transmits completed reports by required deadlines. Maintains a database archive.
- Helps research and develop special reports. Helps interpret emerging trends.
- Provides technical support for student scheduling activities.
- Composes and prepares routine correspondence, memos, notes, E-mails etc.
- Transcribes, duplicates, assembles, and processes routine documents and special mailings.
- Collects, compiles, edits, and prepares statistical data and reports as directed.
- Helps gather information and process grant/foundation proposals as directed.
- Assists with committee assignments and/or special projects as directed.
- Uses photocopy/duplicating equipment. Fixes minor malfunctions. Contacts vendors as needed.
- Maintains office transaction records (e.g., petty cash, receipts, contributions, etc.).
- Processes mail and faxes (i.e., incoming, outgoing, and interoffice).

- Maintains forms and paperwork 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.
- Keeps current with advances in office technology. Updates office procedures.
- Cross-trains with other office 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.
- 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 active 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 Bucyrus City School District Board of Education.

The Bucyrus City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.