

Fairborn City Schools

January 7, 2021

JOB OPENING

POSITION: EMIS Administrative Assistant
Non-traditional 10 month position (211 days)
Exempt Position

LOCATION: Central Office

SALARY: Starting pay from \$16.62 per hour, 8 hours per day

APPLICATION DEADLINE: Until Filled

FUNCTIONS AND QUALIFICATIONS:

- Interact with District/Building Staff on Incomplete/Inaccurate Data (DASL)
- Responsible for Initial School Year Setup, CTE Satellite Percent of Time, Student Calendars, Disadvantage, Fiscal Year Began 9th Grade
- Create, Update, District and Building EMIS/Attendance Calendars
- Verify with District/Building Staff – Non Reportable Students, EL/LEP/ESL Students, Migrant/Immigrant, Homeless, Special Ed, Retained, Assessments
- ODDEX – Export Errors and Not Reported Data, Troubleshoot errors for the District/Building Staff and other School Districts.
- Have a work record of punctuality, regular attendance, good interpersonal relation skills, and effective job performance
- Must have a high school diploma
- Detail-oriented
- Anticipates time constraints.
- Ability to work independently.
- Maintain respect at all times for confidential.
- Perform other duties as assigned by the Superintendent/Designee

Applications will be reviewed and interviews may be limited. Skill performance may be tested.

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PROCEDURE FOR APPLICATION:

Applicants must complete the application at the Dayton Area School Consortium at:
<https://www.applitrack.com/dayton/onlineapp/>