CLOVERLEAF LOCAL SCHOOLS
JOB DESCRIPTION

Locator Index: 4.11

Date_____

Title:	**4.11 Educational Management Information System (EMIS) Secretary**
Reports to:	Assistant superintendent
Work Activity Classification:	Sedentary
Employment Status:	Full-time
FLSA Status:	Non-exempt
Qualifications:	1. High school diploma or equivalent 2. High moral character, and good attendance record 3. Telephone skills; ability to operate district switchboard 4. Working knowledge of basic office procedures and the operation of computers, typewriters, fax machines and basic office equipment 5. Demonstrate aptitude for successful completion of tasks assigned
General Description:	To enter and keep current information for EMIS staff and student reporting and to operate the district switchboard in an efficient, courteous manner.

Essential Functions:

1. Perform the usual office routines and practices associated with a busy, yet productive and smoothly run office.

2. Register and withdraw students; maintain accurate student demographics; keep EMIS screens current.

3. Maintain such student records as shall be required via computer data base.

4. Enter staff data into EMIS and attend any necessary training meetings.

5. Work with other staff members to correct EMIS reporting; trouble shoot problems.

6. Attend meetings and in-services as required to keep current in EMIS reporting.

7. Help all building secretaries with AAL software input and printing.

8. Prepare various reports during the year.

9. Keep in contact with the LEECA educational liaison to insure proper EMIS reporting.

10. Receive and route all incoming calls on switchboard as described in switchboard job description.

11. Sort and distribute mail.

12. Operate office machines.

13. Promote good public relations by appearance, attitude, and conversation.

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

2. Help instill in students the belief in and practice of ethical principles and democratic values.

3. Conduct other duties related to the secretary's duties as assigned by the assistant superintendent or superintendent.

Terms of Employment:

Salary to be established by the board.

As a condition of restoring an employee who was absent on FMLA leave due to the employee's own serious health condition, an employer may have a uniformly applied policy or practice that requires all similarly situated employees who take leave for such conditions to submit a certification from the employee's own health care provider that the employee is able to resume work. Under the regulations, an employer may require that the fitness-for-duty certification address the employee's ability to perform the essential functions of the position if the employer has appropriately notified the employee that this information will be required and has provided a list of essential functions. Additionally, an employer may require a fitness-for-duty certification up to once every 30 days for an employee taking intermittent or reduced schedule FMLA leave if reasonable safety concerns exist regarding the employee's ability to perform his or her duties based on the condition for which leave was taken.

If an employee fails to timely submit a properly requested medical certification (absent sufficient explanation of the delay), FMLA protection for the leave may be delayed or denied. If the employee never provides a medical certification, then the leave is not FMLA leave.

If an employee fails to submit a properly requested fitness-for-duty certification, the employer may delay job restoration until the employee provides the certification. If the employee never provides the certification, he or she may be denied reinstatement.

Evaluation:

Job performance shall be evaluated annually in accordance with provisions of the board's policy on evaluation of classified administrative personnel.