

BROOKFIELD LOCAL SCHOOLS

JOB POSTING

February 4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 2019

EMIS COORDINATOR & SUPERINTENDENT'S SECRETARY

- Location: Brookfield Board of Education offices
- Exempt Position
- Reports directly to the Superintendent of Schools
- Twelve (12) months per year
- 255 contractual work days
- Work hours: 7:30 am to 3:30 pm
- Effective start date: Spring 2019 (exact date to be determined)
- Satisfactory BCI/FBI fingerprint clearances
- Must pass a 60 wpm typing test and other secretarial proficiency tests.*
- Professional and courteous demeanor in a confidential office setting a must
- Must be flexible, focused and be able to multi-task.
- A minimum a five (5) years of professional office experience required.
- Experience in EMIS & state software programs strongly preferred.
- Proven knowledge & experience with Microsoft Word, Excel & Google Docs
- Competitive salary and benefits offered.
- Must perform these and any other duties as assigned by the Superintendent.

*testing date & time to be announced

If interested in this position, please send a letter of interest and resume detailing your secretarial and/or EMIS experience via email (jo.taylor@brookfieldschools.us) or regular mail by the last date of this posting to the following:

Mrs. Velina Taylor, Superintendent

Brookfield Local School District

Board of Education Offices

614 Bedford Rd SE

Brookfield, Ohio 44403