



POSITION VACANCY

The vision of Tolles Career & Technical Center is to **LIFT All Students**

If these words resonate with your personal mission, we might be a great fit.

Our job is clear. Our direction is up. And our students, lifted.

POSITION: Administrative Assistant to the Superintendent / EMIS Coordinator

POSTED: July 20, 2021

REPORTS TO: Superintendent

APPLICATION DEADLINE: August 4, 2021

STARTING DATE: August 9, 2021

QUALIFICATIONS:

- Tolles is seeking an outstanding individual to provide administrative assistance to the Superintendent. The successful candidate shall exercise independent judgment, initiative, and confidentiality under the general supervision of the Superintendent.
- We are seeking an exceptionally skilled candidate with the following qualifications:
 - Ability to communicate effectively with school board members, administrators, district staff, and community members.
 - Expertise with all Microsoft Office products as well as web-based platforms, such as Google.
 - Experience handling multiple work tasks with accuracy and confidentiality.
 - Strong attention to detail, ability to work with daily interruptions, and high level prioritization skills.
 - Excels at providing excellent customer service. Exhibits a strong work ethic and internal motivation.
 - Working knowledge of EMIS and student information software. Experience with ProgressBook is preferred.
 - Experience in career and technical education is highly desirable.
 - Candidate must pass a criminal background check, and meet other employment requirements.

SALARY & CONTRACT: Salary based on experience and credentials. Full-time 260 day contract.

APPLICATION PROCESS: Submit Tolles application, resume, references, college transcripts and certifications/credentials to:

Tolles Career & Technical Center
7877 US Highway 42 S | Plain City OH 43064
(614) 873-4666, ext 4411 | (614) 873-8761 fax
thoadley@tollestech.com

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....An Equal Opportunity Employer....