

**PIONEER CAREER AND TECHNOLOGY CENTER  
27 RYAN ROAD  
SHELBY, OH 44875**

**JOB DESCRIPTION  
FOR  
SUPPORT SECRETARY - Student Services / EMIS**

**REPORT TO:** Director of Operations

**GENERAL DUTIES:** Perform office functions for the Student Services Office, Attendance Office, and High School Office

**SPECIFIC DUTIES:**

1. Assist students, parents, visitors and staff as needed.
2. Process correspondence and reports as assigned.
3. Assist with student schedules and grade cards.
4. Assist EMIS Coordinator with satellite student data for the purpose of EMIS reporting.
5. Work with EMIS Coordinator and Supervisor of Satellite programs to verify that Satellite data is entered correctly and transferred into EMIS data bases.
6. Assist with Sophomore Visitation scheduling and organization.
7. Process educational requests in a timely manner
8. Assist with preparation of placement letters
9. Help maintain scholarship applications
10. Perform all office duties as needed to include maintaining student records, files, and file cleanup.
11. Assist with covering the Attendance Office and High School Office as needed, including covering staff lunches.
12. Perform other duties as assigned by the Superintendent and/or his/her designee.