Huber Heights City Schools
Job Description

Classification: Administrative Assistant – Central Registrar

Location: Administrative Offices

Salary Range: $21.35- $40.35

Length of Work Day: 8 Hours Per Day

Length of Work Year: 12 Months/260 Day Contract

Qualifications:

- Ability to plan and manage projects.
- Ability to prepare and maintain accurate records.
- Provides documented evidence of a clear criminal record.
- General clerical skills.
- Excellent multitasking and organizational skills.
- Skilled at, but not limited to: Excel, Word, E-Mail, Google Suite, and other office computer-based tasks.
- Knowledge of State software, ProgressBook, and EMIS applications preferred.
- Excellent at detail work.
- Excellent work ethic.
- Ability to work harmoniously with other employees.
- Ability to maintain appropriate confidentiality.
- Positive telephone and public relations skills.
- Previous experience in an office environment is preferred.
- Ability to work with various departments. (e.g., Human Resources, Treasurer, Special Services, and Curriculum and Instruction)

Performance Responsibilities: The following skills and duties are representative of performance expectations.

- Maintain confidentiality in all aspects of client, staff, and school district information.
- File and retrieve organizational documents, records, and reports.
- Ability to make decisions without close supervision, and must be accurate, efficient, and capable of handling detailed work assignments.
- Excellent public relations skills including courtesy, tact, and good verbal communication.
- Ability to maintain self-control and complete tasks with frequent interruptions.
- Proven ability to work independently and be self-motivated; also work cooperatively with other office personnel.

- Maintain a regular filing system including confidential files.
- Ability to effectively establish, monitor, and maintain calendar(s) of activities, events, appointments, conferences, and meetings for individual needs and for the immediate supervisor.
- Ability to manage incoming correspondence efficiently, sort, route, and, in the case of routine matters, promptly respond to.
- Ability to provide timely and effective communications regarding incidents and/or situations which might impact the district, its departments, or its schools to the appropriate district office/school personnel.
- Active and consistent efforts to maintain or improve the positive image of the district and its schools.
- Ability to assist employees, parents, and community members with complaints and requests for information, referring calls to other staff members when appropriate.
- Process district adult residency affidavits and maintain an accurate database for the district.
- Assist with the implementation of HB 410/HB 96 (e.g., student attendance) under the direction of the EMIS Coordinator and/or district Attendance Supervisor.
- Other duties as assigned by the EMIS Coordinator or designee.

Abilities Required: The following aptitudes and physical skills are essential for the successful performance of assigned duties.

- Averts problem situations and works to resolve conflicts.
- Completes detailed paperwork and job assignments accurately.
- Displays enthusiasm and promotes a positive work and learning environment.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Maintains an acceptable attendance record and is punctual.
- Works cooperatively to support a successful team effort.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working during the evening, weekend and/or summer weeks.
- Duties may require working under time constraints to meet deadlines.
- Occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and significant fine finger dexterity.

Performance Evaluation: EMIS Coordinator

October 14, 2026