



EASTLAND-FAIRFIELD

CAREER & TECHNICAL SCHOOLS

4300 Amalgamated Place
Groveport, OH 43125

Shelley Groves
Superintendent/CEO

POSITION VACANCY PLEASE POST

POSITION:	Data & Records Specialist – Student Services Focus
REPORTS TO:	Primary: Director of Educational Resources; Secondary: Assistant Superintendent
APPLICATION DEADLINE:	Open until position is filled
STARTING DATE:	Immediately
QUALIFICATIONS:	High school diploma or GED required; Previous EMIS, Special Education, ELL, Special Population experience preferred; Ability to pass a BCI/FBI background check.
RESPONSIBILITIES:	Maintains a data collection system and oversees computer software to record District student data; Provides redundancy and supports career development and administrative staff by providing office routines associated with the application, acceptance, and enrollment of students into the District; Administers acceptance and enrollment process using district software; Coordinates the transfer of student records and tracks down missing records from other districts; Organizes acceptance meetings with associate schools, Organizes IEP and 504 meetings; Maintains student files related to student records (IEP, 504, safety plan, residency, transcript, etc.); Assists Coordinators of Special Education with compliance paperwork, meetings and record keeping; Answers telephones, assists callers, and responds to requests for information related to student records; Communicates with all needed stakeholders; Reviews academic transcripts to determine initial eligibility for career center programs and ongoing enrollment status; Assists with state testing; Monitors transcripts to ensure students meet requirements to remain in their respective programs; Determines whether to maintain students acceptance, rescind or place students on credit plan to meet program requirements; Other duties as assigned.
SALARY:	Placement on the Superintendent/Treasurer Support Staff Salary Schedule
TYPE OF EMPLOYMENT:	Full-time classified position; 8 hours per day; 260-day calendar; Benefit-eligible position
LOCATION:	District Office 4300 Amalgamated Place Groveport, OH 43125
APPLY:	Please submit a resume and letter of interest online at https://www.eastland-fairfield.com/page/job-openings

NO phone calls concerning this position will be accepted.

....AN EQUAL OPPORTUNITY EMPLOYER...

EFCTS utilizes Google applications and Multi-Factor Authentication (MFA).

The MFA is via data or SMS capabilities of the employee's personal cell phone.