

EDISON LOCAL SCHOOLS

14890 State Hwy 213
Hammondsville, Oh 43930
330-532-3199
740-282-0065

Bill Beattie
Superintendent

Julie Kireta
Asst. Superintendent

May 23, 2023

NOTICE OF VACANCY

STUDENT DATA SECRETARY

DISTRICT OFFICE

Responsible to: Superintendent

Duties:

- EMIS Data Input Coordinator
- Special Education Data Entry
- PS Poverty Levels/ECE Information
- Gifted Membership Codes
- Student Membership Codes
- KRA Data Manager
- Student Information/Progress book Secondary Point of Contact
- Other duties as assigned by the Superintendent as needed

Terms, Conditions:

240 days/5.75 Hours

Hours and pay scale as per the administrative secretary agreement.

Any person interested should apply in writing to the undersigned by 12:00 P.M., Tuesday, May 30, 2023.

Bill Beattie, Superintendent
bill.beattie@edisonwildcats.org

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14890 State Route 213, PO Box 158
Hammondsville, OH 43930

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