



VACANCY NOTICE EMIS DATA CONTROLLER

QUALIFICATIONS:

Associate's degree or equivalent from two-year college or technical school, or a minimum of three years related experience and/or training or equivalent combination of education and experience.

- Experience working with EMIS processes or related areas
- Technology competencies and knowledge of state software applications are preferred
- Must be willing to make necessary state and local contacts to insure compliance with EMIS guidelines
- Must have demonstrated experience in analysis and presentation of data using various software applications including databases, spreadsheets (e.g. Excel, etc.)
- Must have strong analytical ability
- Must have the ability to manage multiple projects and deadlines
- Must have strong communications and organization skills
- Must have skills in collaborating with colleagues in a tactful, congenial, and personal manner to insure highest quality team effectiveness
- Must maintain confidentiality

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Coordinate, generate, and accurately submit state and federal education data as outlined in the EMIS guide issued by the State of Ohio Department of Education
- Research state reporting EMIS questions, investigate data inconsistencies, communicate EMIS changes and data “best practices” with various staff within and outside the district in a timely, proactive, and professional fashion
- Ability to comprehend and apply data reporting rules for local, state, and federal reporting, troubleshoot data error solutions, and learn new software and reporting rules
- Develop and coordinate building and district information management systems to provide efficient and effective collection, storage, communication of student and staff data
- Communicate student and staff reporting requirements to district administrators and other personnel responsible for collecting data
- Reviews state reports for accuracy, corrects data and re-submits information when necessary and notifies appropriate administrators of potential problems and updates
- Make state and local contacts to ensure compliance with EMIS Guidelines and file appropriate waivers as necessary
- Maintain strict confidentiality at all times in regard to staff information and school-related business
- Assist with coordination of the student scheduling process
- Understand and adapt to regular EMIS changes per legislation adjustments
- Assist staff with the creation of custom reports, spreadsheets, and data files
- Attend district and state professional development events as requested
- Provide administrative support services necessary for the effective management of district operations as requested

Availability of Position: Immediately

Salary Range: Minimum salary: \$ 47,926

Placement on the salary schedule is commensurate with educational preparation and work experience – 260 day contract.

Application Procedure: Apply online at www.greatoaks.com

Applications accepted until position is filled.

Equal Opportunity: All Great Oaks Career Campuses educational activities, employment practices, programs and services are offered without regard to race, color, national origin, gender, age, or disability.