

April 15, 2019

P L E A S E P O S T

Notice of Vacancy

Position: EMIS Coordinator/District Student Registrar

Requirements: Ideal Candidates Would:

- have HS diploma (Assoc/Bach Degree in relevant field preferred)
- have technology competencies and knowledge of state software (e.g. EMIS/DASL)
- have strong analytical, organizational, and communication skills
- have the ability to manage multiple projects and deadlines
- collaborate with colleagues in a tactful, congenial, and personal manner to ensure the highest quality of team effectiveness
- maintain strict confidentiality

Duties:

- coordinate with Treasurer to assure accurate reporting of staff data
- run reports provided by ODE to identify errors in staff data, educational service personnel, preschool units, gifted, special ed, etc. Coordinate error correction with building secretaries and data specialists until error reports are clean
- send memos/directives to building personnel regarding EMIS data required and time line for completion
- input and update district special education database, Title I, and LEP for EMIS funding
- coordinate systems and procedures of efficient data reporting for the district regarding special ed, testing, student programs, grades, credits, summer school, special circumstances, out-of-district students
- attend coordinator meetings to maintain accurate knowledge of EMIS
- be the district rep to NOACSC in relation to students services/EMIS
- train and assist building secretaries in verifying building enrollment and in running import procedures to put student subject records, grades, and credits in place in EMIS
- enter graduation/proficiency/competency/gifted/summer school data
- make periodic phone calls to the courts to assure we have an accurate count of resident court-placed students (foster, DYS, etc.)
- register all new students and enter into student information system
- facilitate open enrollment and enter appropriate data for those students
- maintain preschool tuition collection
- facilitate classified and certified substitutes and sub calling
- coordinate workers' compensation

Starting Date: TBD (2019-20 School Year)
260-Day Calendar

Pay Scale: Per Salary Schedule

Deadline: April 25, 2019

PLEASE SEND LETTER OF INTEREST AND RESUME TO: Patty Severt, Admin. Asst.
Wapakoneta City Schools
1102 Gardenia Drive
Wapakoneta, OH 45895
419-739-2900 (Ext. 5)
sevepa@wapak.org

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