

## **BIG WALNUT LOCAL SCHOOLS**

**TITLE:** **EMIS Coordinator**

**QUALIFICATIONS:**

1. Knowledge of Education Management Information System (EMIS) reporting requirements and Ohio school law.
2. Demonstrated analytical experience
3. Demonstrated ability in the use of technology. PowerSchool Student Information System (SIS) experience preferred.
4. Demonstrated ability to maintain confidentiality.
5. High school diploma or equivalent.

**REPORTS TO:** Treasurer/CFO

**JOB GOAL:** To ensure the District is in full compliance with the requirements of the Ohio Department of Education & Workforce's Education Management Information System (EMIS).

**GENERAL RESPONSIBILITIES:**

1. Demonstrate the ability to work in a close continuing relationship with the Treasurer to improve processes, develop strategies, and implement resolutions that are consistent with District objectives.
2. Formulate procedures and policy for student and staff data.
3. Supervise and analyze the Student Information System (SIS) and EMIS database for students and staff to ensure completeness, accuracy and compliance with state and federal guidelines, and to ensure that all corrections are made when necessary. Monitor EMIS collections and deadlines and review Level 1, Level 2, validation, funding, and accountability reports to ensure data accuracy and timely corrections.
4. Research and compile District-level data.
5. Provide training on software upgrades or reporting requirement changes of SIS to personnel responsible for entering data for students and staff.
6. Provide software and procedural training related to SIS to those staff responsible for the entering of data.
7. Aggregate and manipulate data from the EMIS system for:
  - submission to the Ohio Department of Education & Workforce;
  - provide reports and/or retrieve data to create a report as needed or requested by various administrators;
  - use by the negotiating team representing the Board of Education in the collective bargaining process.
8. Be aware of new programs to assist with the implementation and modification of board policy.
9. Act as administrator to the student and staff data.
10. Review and verify resident student enrollment and residency information reported through the School Options Enrollment System (SOES) in ODDEX.

11. Coordinate court-placed student documentation, residency determinations, tuition, and reimbursement requirements in accordance with current Ohio Department of Education & Workforce procedures.
12. Provide training and support to building staff on student scheduling, enrollment, and schedule changes within the Student Information System (SIS).
13. Help Desk Support for student software, establish user access, reset passwords, train users, and resolve inquiries.
14. Develop relationships with other administrators to advise them of the reporting responsibility of the operation functions to ensure the accuracy and completeness of District data reported.
15. Exhibit a detail-oriented focus, take full ownership of responsibilities, model a positive, proactive attitude, utilize strong organizational and communication skills, demonstrate the ability to prioritize and multitask.
16. Coordinate EMIS Data Review and Verification and Final Correction Opportunities and maintain supporting documentation as required.
17. Other duties as assigned by the Treasurer.

TERMS OF EMPLOYMENT: Salary, benefits and work year established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.