



CRESTVIEW LOCAL SCHOOLS

EMIS/Data Controller

(Internal/External Posting) 2020-2021 School Year

To join our educational team

Help us continue the tradition of excellence in education!

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
- 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
- Highly motivated and confident self-starter with exceptional planning, organization, and problem solving skills
- Must have the ability to manage multiple projects and deadlines
- Must have strong communications skills
- Commitment to cross training and on-going professional development
- Must have skills in collaborating with colleagues in a tactful, congenial, and personal manner to insure highest quality team effectiveness
- Demonstrate good character, honesty, professionalism, integrity, commitment and dedication to reporting the most accurate student data
- 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
- Perform other specific job duties as directed
- Must pass a general background check (BCI/FBI)
- Please see attached Job Description

Compensation will commensurate with educational preparation and work experience. The successful candidate will be issued a contract effective for the 2020-2021 school year. (245 days)

APPLICATION PROCEDURE:

- Application - available in the Board of Education office or online at www.crestviewschools.net under employment
- Letter of interest explaining why the position interests you and why you believe we should be interested in you
- Up-to-date resume with references
- Copy of transcripts

Send to: Mr. Randy Dunlap, Superintendent, Crestview Board of Education

1575 State Route 96, Ashland, Ohio 44805 / Tel. 419-895-1700 ext. 17000 Fax. 419-895-1733

An Equal Opportunity Employer

Date Posted: July 23, 2020

Application Deadline: Until Filled