

Gahanna-Jefferson Public Schools Classified/Unclassified Posting Notice

January 17, 2019

For the following position, please contact the person listed by the end of the business day on Wednesday, January 23, 2019:

- EMIS Coordinator

Position details:

- 260 days/year
- 8 hours/day
- Salary range: \$60,211 - \$65,629

Interested candidates should submit a cover letter and resume to Stephanie Loucka, Director of Human Resources, at humanresources@gjps.org.

Gahanna-Jefferson School District Position Description

Position Title: EMIS (Education Management Information System) Coordinator
Reports To: Assistant Superintendent
FLSA Status: Non-Exempt
Revision Date: January 17, 2019

SUMMARY: Responsible for compiling and assessing EMIS information as reported by the school district to the State.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates the collection and management of EMIS data.
- Coordinates and manages centralized data entry.
- Trains users in maintenance of student EMIS updates.
- Compiles and maintains EMIS information, and prepares EMIS data for State reporting.
- Reports all EMIS information, including student, personnel and fiscal record management.
- Maintains all database records for testing.
- Attends META Solutions and Ohio Department of Education (ODE) meetings, and communicates all state-mandated changes in EMIS to appropriate personnel in the District.
- Attends ODE-sponsored meetings to obtain State updates and mandates regarding testing.
- Creates and maintains a system of accountability for data reporting throughout the District.
- Enters out-of-district student demographic data.
- Runs reports provided by ODE to identify errors in staff, student, preschool, gifted and special education data.
- Prints and processes reports that come back from ODE.
- Distributes EMIS reports received from ODE.
- Trains staff in interpretations of EMIS reports.
- Corresponds with Gifted Coordinator to maintain accuracy of gifted records.
- Manages data for KRA, ELA and value-added.
- Works with all aspects of the ODDEX system including tuition, CCP and SOES.
- Processes all foster student information; sends court documentation.
- Other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

- None.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High school graduate or equivalent; associate degree preferred.
- Training/experience in word processing, spreadsheets and data collection, utilization and management preferred.
- At least three years of experience working with EMIS.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Certified EMIS Professional (CEP) licensure.

LANGUAGE SKILLS:

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, scientific journals, technical procedures or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of administrators, staff, public groups/community and the Board of Education.

MATHEMATICAL SKILLS:

- Ability to work with basic mathematical and computational concepts, as well as, the ability to utilize and apply financial concepts.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

- Ability to establish and maintain effective relationships with peers and administrators.
- Possesses skills in oral and written communication.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and occasionally required to walk and stand. The employee is occasionally required to bend and/or twist at the trunk. The employee is continuously repeating the same hand, arm or finger motion many times. The employee must occasionally lift and/or move up to 10 pounds such as books and teaching material. Specific vision abilities required by this job include close vision and the ability to adjust focus. The ability to travel to other buildings is required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. A copy was given to me for my records.

Signature

Date

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.