

Marlington Local

EMIS COORDINATOR (377)

JOB POSTING

Job Details

<i>Title</i>	EMIS COORDINATOR
<i>Posting ID</i>	377
<i>Description</i>	

Preface: The job description herein does not purport to be an all encompassing list of duties but rather indicates a set of responsibilities, which may require the performance of related but unspecified tasks and duties. **The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.**

Supervisor: Superintendent

Job Objective: Coordinate, generate, and submit educational data as outlined in the EMIS guide issued by the State of Ohio Department of Education

Note: The below lists are not ranked in order of importance

Essential Functions

- Interpret EMIS reporting requirements for the school district
- Create and maintain a system of accountability for data reporting throughout the school district
- Coordinate systems and procedures of efficient data reporting throughout the district regarding special education, testing, student programs, grades, credits, summer school, special circumstances, out-of-district students
- Attend EMIS Coordinator meetings hosted by SPARCC and the Ohio Department of Education (ODE) to maintain accurate knowledge of EMIS
- Attend workshops/seminars related to EMIS
- District representative to SPARCC in relation to student services and EMIS
- Contact resource people such as special education resource center, department of education, data center and others to receive further information and interpretations, if necessary
- Train and assist building secretaries and data specialists in the following student services procedures: attendance, school calendar, fees, course records, staff records, student demographics, enrolling and withdrawing students, scheduling, course codes corresponding to state guidelines, out-of-district reporting, student programs, grades and credits and discipline
- Send memos/directives to building personnel regarding EMIS data required and time line for completion
- Run error reports, printing the error logs, making corrections and rerunning until error reports are clean
- Train and assist building secretaries in making adjustments to student demographic data and entering out-of-district student demographic data
- Train and assist building secretaries in completing data entry in student attendance
- Train and assist building secretaries in running attendance procedures for their building
- Train and assist building secretaries in verifying building enrollment
- Enter student program data and running import procedures to move data into EMIS database
- Train and assist building secretaries running import procedures to put staff course records in place in the EMIS database
- Train and assist building secretaries in running import procedures to put student subject records, grades and credits in place in the EMIS database
- Enter graduation data, proficiency data, competency data, gifted data and summer school data

- Maintain the district configuration file
- Run attendance procedures for the district and run import procedure to move attendance into EMIS database
- Coordinate with the Treasurer to assure accurate reporting of staff data
- Input and update of the district Special Education Database for EMIS funding
- Input and update of Title I and LEP
- Run aggregations for the district
- Print aggregation report and process. Coordinate error correction with the building secretaries and data specialists
- Run the reports provided by ODE to identify errors in staff data, educational service personnel, preschool units, gifted, special education, etc.
- Print and process reports that come back from ODE
- Distribute EMIS reports received from ODE
- Train staff in interpretation of EMIS reports
- Prepare the "sign-off" forms for the Treasurer's and Superintendent's signatures verifying that data submitted is complete and correct and submit to ODE
- Ensure the SF14 form for the Treasurer's and Superintendent's signatures
- Assure accurate ADC student count (EMAD)
- Correspond with Federal Projects Coordinator for roster of all students receiving Title I services
- Request from the LEP Consultant periodic updates of students receiving LEP services
- Correspond with Gifted Coordinator to maintain accuracy of gifted records
- Make periodic phone calls to the courts to assure we have an accurate count of resident students who have been court placed (foster child, DYS)

Other Duties and Responsibilities

- Perform other duties as assigned by the Superintendent/Assistant Superintendent

Qualifications

- Must have a high school diploma - an Associate's or Bachelor's Degree in relevant field is preferred
- Technology competencies and knowledge of state software applications (e.g. EMIS, DASL, SunGard) are preferred
- Knowledge and experience with EMIS reporting 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 skills
- Must have the ability to manage multiple projects and deadlines
- Must have strong communication and organizational abilities
- Must have skills in collaborating with colleagues in a tactful, congenial, and personal manner to insure the highest quality team effectiveness
- Must maintain strict confidentiality
- Knowledge of the district and community is preferred
- Must have an acceptable background check and complete all required employee records

Required Knowledge, Skills, and Abilities

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Organizational and problem solving skills
- Troubleshooting computer and office machines
- Ability to work independently
- Ability to produce accurate and quality work with little supervision and high motivation

Equipment Operated

- Copier
- Computer/printer
- Various office machines, e.g., fax machine

Additional Working Conditions

- Occasional operation of a vehicle in inclement weather conditions
- Occasional interaction among unruly students
- Occasional requirement to travel, e.g., to network computer center and professional meetings
- Frequent repetitive hand motion, e.g., typing, calculating, collating, folding and stapling
- Occasional interruptions by staff, students, parents, and visitors to the school district
- Occasional requirement to lift, carry, push and pull up to a maximum of 25 pounds
- Frequent requirement to sit, read and hear
- Occasional requirement to work beyond the normal workday

Adoption date: May 2014
Revised: January 2019

Shift Type

Full-Time

Salary Range

Per Year

Location

Marlington Administration Office

Applications Accepted

Start Date

01/30/2019