

EMIS Coordinator

The Upper Arlington City School District is seeking a qualified professional to serve as its EMIS Coordinator. This candidate, who will oversee the EMIS for the District, must have experience in working with EMIS and a high degree of expertise with technology, strong interpersonal communication skills, and possess skills as a problem-solver.

The individual will be responsible for tasks including but not limited to:

- Coordination of EMIS data collection and verification across the district;
- Educating requisite District personnel on their role in collecting/reporting/verifying accurate information in accordance with ODE timelines;
- Collecting, compiling, verifying and reporting student data to the state via EMIS for the District;
- Ensuring that the District is meeting EMIS requirements, and understanding the underlying educational policy;

It is preferred that applicants have:

- Associate degree
- At least three years of experience in working with EMIS
- Experience with data bases, word processing and spread sheets

This position is for 8 hours/day, 260 days per year. The salary and benefits package for this position is very competitive.

A letter expressing interest and qualifications along with a current resume should be sent by 4:00 p.m., **December 14, 2018 or until filled** to:

Kristy Garrison
Executive Assistant for Human Resources
Upper Arlington City Schools
1950 North Mallway
Upper Arlington, OH 43221
Email: kgarrison@uaschools.org