

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

<b>Title:</b>	<b>EMIS COORDINATOR</b>	<b>File 120</b>
<b>Reports to:</b>	Assistant Superintendent/ Executive Director of Educational Services	
<b>Job Objectives:</b>	Coordinate, generate, and submit educational data as outlined in the Education Management Information System (EMIS) guide issued by the State of Ohio Department of Education. Submit data to ODE to ensure proper district funding, compliance with state and federal law and data that populates the district report card. Works with the district educational management information systems including SIS component within PowerSchool. Provides administrative support services necessary for the effective management of district operations.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· Bachelor's degree from an accredited college or university or post-secondary training is preferred.</li><li>· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>· Documentation of a clear criminal record.</li><li>· Complies with drug-free workplace rules and board policies.</li><li>· EMIS or comparable experience and training</li><li>· Experience with PowerSchool or similar SIS administrative functions including registration, object report creation, etc.</li><li>· Proficiency in automated data processing systems and statistical analysis</li><li>· Excellent computer skills in relation to use of data bases, high speed data entry and retrieval, and analysis and correction of errors.</li><li>· Ability to communicate effectively</li></ul>	
<b>Responsibilities and Essential Functions:</b>	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>· Develop and coordinate building and district information management systems to provide efficient and effective collection, storage and communication of student and staff data.</li><li>· Provides training, assistance and technical support to district personnel.</li><li>· Serves as school district's liaison with the Ohio State Department of Education regarding requirements/procedures of student and staff data reporting.</li><li>· Supervises the collection, entry, and verification of educational management information and student data (e.g., EMIS, etc.) as directed.</li><li>· Resolve any problems concerning district data reported to the State.</li><li>· Responsible to submit data, monitor reports and adhere to timeline set by ODE for multiple collection windows to ensure proper district funding, compliance with state and federal law and data that populate the district report card.</li><li>· Serves as the district liaison to the ITC regarding the district's education management system. Notifies staff of available trainings thru the ITC. Attends training programs offered by the ITC and shares important information.</li></ul>	

- Communicate with staff and student reporting requirement procedures to district administrators and other personnel responsible for collecting data.
- Develop the process for entry/or exchange of all student test data into the EMIS
- Oversees and directs the management of data for the Student Information System by working with district staff to train on changes and updates to the system to ensure data quality and maintain consistency across buildings within the district. Works to validate data, correct errors, maintain consistency across the district.
- Provide training on the districts educational management information system and works closely with staff to make sure that student information, test results, courses, graduation requirements, transcripts etc are accurately entered and updated to ensure that correct data is being reported for proper district funding, compliance with state and federal laws, graduation requirements and the district report card.
- Troubleshoots the educational management information system for administrators, staff, teachers, students, and parents helping to ensure that the system is working properly and problems are resolved in a timely manner.
- Create custom reports, letters, templates etc. within the educational management information system to assist staff in retrieving information stored within the system. Training staff on the availability of these items helping to facilitate the efficiency of their job.
- Remain current by participating in professional growth opportunities that reflect current, laws regarding state and federal compliance, changes to district funding structures and data items that will have impact on the district report card
- Maintain open and effective communication with administrators regarding changes in law that impact their buildings and the district. Help facilitate training of staff to implement compliance.
- Assist the Treasurer and Special Education Department to ensure that all records are properly reported to ensure full funding and compliance with state and federal guidelines. Facilitate training and keep staff informed of available reports, additional sites and programs that contain information that affect funding and compliance areas pertinent to their departments and our district.
- Assist the Guidance Department to ensure that all student data is being properly reported including credits, gpa, courses and test results to ensure accurate transcripts and graduation information.
- Participates in staff selection and orientation processes as directed.
- Expresses high expectations and monitors staff performance. Collaborates with supervisors to improve staff competencies. Supports opportunities for staff to develop new skills. Participates in staff evaluations when requested.
- Comply with State and District reporting deadlines for student data.
- Ability to manage multiple projects and deadlines and comfortable toggling between student database systems on a daily basis.
- Ability to analyze and audit data with ability to present data using various applications and presentation formats (Excel, PowerPoint, Google Slides, Google Sheets)
- Responsible for management of external facing information software: Powerschool and Parent Portal.
- Provide password resets for e-mail, server, and PowerSchool accounts to parents/guardians.
- Processes open enrollment applications, mails notices and maintains records.

- Provides staff leadership. Develops action plans. Helps resolve problems. Maintains open and effective communications with staff and the community.
- Maintains visibility. Promotes a favorable image of the school district. Builds community partnerships that enhance district programs and services.
- Promotes the effective use of available technology in records management and instructional activities. Upholds computer technology acceptable use policies.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse as required by law.
- Participates in national, state, and/or regional activities that advance district goals.
- Participates in professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory Responsibility:** Under the direction of the director of special education: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance** Job performance is evaluated according to the policy provisions adopted by the

**Evaluation:**

Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.