Position:	EMIS Coordinator
Reports to:	Treasurer
Employment Status:	Regular/Full-time
FLSA Status:	Exempt
Description:	To report complete and accurate district data to the Ohio Department of Education
NOTE:	The below lists are not ranked in order of importance

Essential Functions:
- Interpret EMIS reporting and other statistical 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 NEOnet and the Ohio Department of Education (ODE), seminars, workshops, conference calls, etc. to maintain accurate knowledge of EMIS
- Attend workshops/seminars related to EMIS
- District representative to NEOnet 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, fees, course records, student demographics, withdrawing students, scheduling, student programs, grades and credits and discipline
- Send memos/directives to building personnel regarding EMIS data required and timeline for completion
- Liaison between district and district's Information Technology Center (ITC)
- Train and assist building secretaries in making adjustments to student demographic data
- Train and assist building secretaries in verifying building enrollment
- Interpret EMIS reporting requirements for school district
- Ensure the accuracy, completeness, and transfer of district, building, staff, student, course, and financial data to EMIS
- Coordinate data collection and verification process
- Maintain the district configuration file
- Run attendance procedures for the district and run import procedure to move attendance into EMIS database
- Coordinate with the Assistant Treasurer to assure accurate reporting of staff data
- Adhere to EMIS processing schedules
- Input and update of Title I and LEP
- Communicate EMIS requirements to staff within the district
- Transmit files to ODE
- Run the reports provided by ODE to identify errors in staff data, educational service personnel, preschool units, gifted, special education, etc.
- Verify accuracy of all data and notify NEOnet when data is finalized and ready for transmission to ODE
- Print and process reports that come back from ODE
- Distribute EMIS reports received from ODE
- Assist district staff with understanding and interpretation of EMIS reports
- Prepare the "sign-off" database for the Treasurer's and Superintendent's signatures verifying that data submitted is complete and correct and submit to ODE
- Become familiar with reviewing reports in the Secure Data Center (SDC)
- Investigate and troubleshoot various error reports

- Correct data and resubmit when necessary
- Distribute EMIS reports received from the Department with district staff
- Interpret data and other statistical informationMonitor and adhere to all state and federal changes to EMIS reporting
- Attend EMIS Coordinator meetings, seminars, workshops, conference calls, etc. to maintain accurate knowledge of EMIS requirements as needed
- Position is required to work 12 months
- Familiar with district's Student Information System software
- Coordinate the reporting of district's data with other district staff
- Monitor and adhere to all state and federal changes to EMIS reporting
- Work with Special Education Supervisor to ensure accurate reporting of all MR/DD students
- Perform other duties as assigned by the Superintendent and Treasurer

Other Duties and Responsibilities:
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Superintendent and Treasurer

Qualifications:
- High school diploma or general education degree (GED)
- Completion of a high school business education program
- Computer literate
- Building level experience with student services
- Experience with EMIS and submission of data
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

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:
- Computer/copier/fax machine
- Telephone
- Interactive software/projection systems

Additional Working Conditions:
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among staff/students
- Occasional operation of a vehicle in inclement weather conditions, i.e., must be prepared to come to school on all scheduled workdays including calamity days
- Frequent regular requirement to sit, stand, walk, reach, stretch with hands and arms, kneel, climb, and stoop
- Occasional requirement to travel
- Occasional requirement to lift, carry, push, and pull various supplies and equipment
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing

Evaluation:
- Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel

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.

Approved by: Norton City Board of Education
Adoption date: June 12, 2023