

E.M.I.S. Coordinator

Qualifications

1. High school diploma
2. Good health
3. Personality capable of getting along with staff and the public
4. Excellent typing and clerical skills
 - a. Ability to use various components of Microsoft Office
5. Ability to operate standard office equipment
6. Previous secretarial experience
 - a. Experience as school secretary or in central office position preferred
7. Ability to organize workday
8. Ability to work within time constraints
9. Accurate and efficient in all work
10. Ability and willingness to be flexible
11. Capacity to accept constructive criticism and grow from it
12. Ability to maintain confidentiality
13. Such alternatives to the above qualifications as the Board and superintendent may find appropriate and acceptable

Description: Responsible for the ongoing collection, entry, monitoring, analysis, and reporting Shelby City School District's educational data

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

Essential Functions:

- Technology competencies and knowledge of state software applications (e.g. Data Collector, ODDEX, DASL/Progress Book, eSchoolPlus) are preferred
- Knowledge and experience with EMIS reporting preferred
- Must be willing to make necessary state and local contacts to ensure compliance with EMIS guidelines
- Must have demonstrated experience in analysis and presentation of data using various software applications including databases, spreadsheets (e.g. Excel, Word)
- Student Registration
- Open Enrollment, Reverse Open Enrollment, Assessments
- 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 ensure the highest quality team effectiveness
- Must maintain strict confidentiality
- Must have an acceptable background check and complete all required employee records
- Perform duties of receptionist by answering telephone, recording appropriate messages and greeting visitors
- Maintains documents, office files, and records for the purpose of providing up-to-date reference and audit trail for compliance with district, local, county, state and federal regulations
- Operate all office equipment including copier, fax machine and computer
- Assist in the maintenance of the uniform filing system for all information and other pertinent data
- Handle routine correspondence independently
- Input information into and retrieve information from the Student Information System (training provided)
- Maintain respect at all times for confidential information and documents, e.g. IEP's, testing information, staff and student information, and evaluations
- Interact in a positive manner with staff, parents and the community
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Models responsibility, honesty, respect, integrity, citizenship and commitment
- Remain flexible and adaptable to changing situations
- Performs other duties as assigned by Superintendent or Superintendent designee

District Data (EMIS) Responsibilities:

The E.M.I.S. Coordinator will coordinate local, state, and federal reporting including the state Educational Management Information System (EMIS) requirements. The E.M.I.S. Coordinator:

- will be required to research state reporting EMIS questions, investigate data idiosyncrasies, and communicate EMIS changes and data “best practices” with various staff within the district in a timely, proactive, and professional fashion
- must have the ability to comprehend and apply data reporting rules for local, state, and federal reporting, troubleshoot data error solutions, and learn new software and reporting requirement rules
- must efficiently analyze and anticipate data reporting needs and requirements for local, state, and federal data submissions
- must be flexible, adaptable, and willing to understand that EMIS will change as legislature and laws change
- must demonstrate good character, honesty, professionalism, integrity, commitment and dedication to reporting the most accurate data, and practice confidentiality with student, staff, and financial data and report district data in good faith
- must have the ability to provide training and technical support to district personnel as related to EMIS reporting
- must have the ability to communicate student and staff reporting requirements to district administrators and other personnel responsible for collecting data
- will be expected to maintain and monitor all student records in cooperation with district staff
- will be responsible for monitoring the resident student data for Community Schools’ ADM
- will assist staff and auditors with the creation of custom reports, spreadsheets, and data files
- will serve as a district liaison with the NCOCC concerning data processing

Time Requirements

Works 260 days, 8 hours daily, 11 paid holidays

Evaluation

Job performance is evaluated according to the policy provisions adopted by the Shelby City Schools Board of Education.

* This employee is a member of the management support staff and not a member of the bargaining unit.

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