



Revision Date: February 14, 2025

HR Signature:

Position: Coordinator, Education Management Information Systems (EMIS) Career Technology Department

Reports To: Director, Accountability & Career Technical Education Administration

Salary Schedule / Grade: Refer to District Administrative Salary Scale

F.L.S.A Status: Exempt

SUMMARY

Assist the EMIS Analyst and Accountability department to provide stability and continuity for the district regarding all aspects of EMIS data reporting and submission to the Ohio Department of Education for the Career Technology Department. This position ensures stability, continuity, and accuracy of the data submission process as well as assesses the quality of the data submitted. The data categories covered by this position include, but not limited to, data on students, staff, and finances within the Career Technology Department.

The 5C's

- Support and maintain the District's core principles in the areas **Communication, Customer Service, Collaboration, Commitment & Culture**. Demonstrate courage, compassion, patience and a passion for data analysis.
- Analyze data from different sources to identify challenges and opportunities within the District and provide recommendations to improve academic and non-academic performances
- Create and conduct written reports of findings from analyses. Explain data analyses and discuss limitations in data to prevent inaccurate conclusions.
- Collaborate with District staff on how to collect various data and interpret results.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in training selected district staff members on automated EMIS procedures and operations, to include data entry and retrieval, error resolution and report generation.
- Works with CTE and district departments to make corrections on required informational reports generated by EMIS or other automated systems.
- Assesses the quality of the data entered as required for each EMIS reporting.
- Assists in maintaining specialized CTE district codes (course codes, etc.) and conducts the alignment of these codes to mandated State EMIS codes.
- Attends meetings with the Accountability Team and EMIS Analyst as a district liaison for EMIS, including meetings with State Department of Education staff.
- Attends appropriate system user meetings as a district representative.
- Performs related work as required, or assigned.

CORE BEHAVIORS & COMPETENCIES

Job-specific

- **Coping with Stress** = think critically and solve problems in difficult situations; capable of handling interruptions effectively
- **Attention to Detail** = able to achieve thoroughness and accuracy when accomplishing tasks
- **Presentation Skills** = creatively share information verbally and in writing to build interest; organize and present information in meaningful, easy-to-understand ways
- **Adaptability and Flexibility** = willingness to change methods and approaches as appropriate

QUALIFICATIONS

Requirements

- Must be a U.S. citizen or have the legal right to work in the U.S
- Valid Driver's License.

Verifications

- Bachelor's degree in business administration, education or a computer technology related field or
- Several years of experience as an analyst or similar position

Knowledge & Experience

- General knowledge of, or ability to quickly learn, the State of Ohio's Educational Management Information System (EMIS) operations pertaining to CTE.
- General knowledge of Career Technical Education and its priorities.
- Good knowledge of computer technology applications and utilization.
- Ability to effectively communicate, verbally and in writing with personnel within and outside the district, to include dealings with middle to senior levels in the State Department of Education and District staff.
- Skill in operation of a keyboard, on production basis if necessary.
- Excellent organizational, human relations, and communication skills.

PHYSICAL ATTRIBUTES/DEMANDS

The working conditions and physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Able to sit and stand for extended periods of time.
- Exhibits manual dexterity to enter data into a computer.
- Able to see and read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels, outdoors and on the telephone.
- Speak in audible tones so that others may understand clearly.
- Physical agility to bend, stoop, climb stairs, walk, reach and lift up to 25 pounds.

WORK ENVIRONMENT

- Duties are normally performed in an office environment.
- The noise level in the work environment is usually moderate.