



## **The Northeastern Local School District**

*Preparing students for their NExt success!*

Superintendent  
Treasurer  
Assistant Superintendent  
Director of Pupil Personnel

Dr. John Kronour  
Mrs. Denise Robinson  
Mr. Shawn Blazer  
Mr. Steve Linson

### **NORTHEASTERN LOCAL SCHOOL DISTRICT ANNOUNCEMENT OF VACANCY Position: EMIS Coordinator**

#### **Qualifications:**

High School Diploma; a record free of criminal violations that would prohibit public school employment; ability to establish working relationships with co-workers and function as part of a cohesive team; proficient in the use of computer software associated with assignment and Microsoft Office; ability to conceptualize, evaluate, prioritize, and solve complex problems independently; ability to interact comfortably with the public; congenial telephone etiquette; open to performing new responsibilities; consistently dependable and flexible; proficient in office protocols, data entry, spelling, proofreading, and the correct use of grammar; record maintenance skills; ability to accurately compute and record mathematical data; patience, sense of humor, flexibility, cooperation, and compassion; energetic self-starter; thorough, gives careful attention to details and provides effective customer-service; maintains the confidentiality of privileged information.

**Please see attached EMIS Coordinator Job Description for details on qualifications and job duties.**

**Projected Start Date:** March 20, 2017      **Annual Contract:** 260 Days, 8 Hours per Day, M-F

**Application Deadline:** February 28, 2017 or until filled

#### **Application Materials:**

1. Letter of Interest;
2. List of references including home and work telephone numbers and relationship of the person to you;
3. Copy of Valid Ohio Driver's License.
4. Must pass BCI/FBI criminal background check.

*Internal applicants need only to submit a letter of interest and current resume.*

#### **Mail or deliver completed materials to:**

Northeastern Local School District  
Denise L. Robinson, Treasurer  
1414 Bowman Road  
Springfield, OH 45502  
Telephone: (937) 325-7615  
Fax: (937) 328-6592

#### **Board of Education**

Mr. Christopher James, President · Mr. Jeff Caivano, Vice President  
Mr. Joel Augustus · Mrs. Jill Parker · Mr. Steve Schwitzgable

NORTHEASTERN LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION

Title: EMIS COORDINATOR

Reports To: Treasurer

Job Objective: Coordinates the effective collection, analysis, maintenance, and reporting of district data

Minimum Qualifications:

- High school diploma. An acceptable score on a pre-employment test may be required.
- Postsecondary business coursework or previous EMIS Coordinator experience desired.
- Meets all mandated health screening requirements
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with work skills essential to the objectives of the position.
- Proficient in the use of software including: Microsoft Office: Excel, Access, and Word; and other software associated with the assignment.
- Ability to follow complex instructions and recognize/correct errors independently.
- Ability to interact comfortably and confidently with the public. Congenial telephone etiquette.
- Consistently dependable and flexible. Open to performing new responsibilities.
- Proficient in office protocols, data entry, spelling, proofreading, and the correct use of grammar.
- Energetic self-starter. Thorough, gives careful attention to details and effective customer service.

Essential Functions:

The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Coordinates district-wide educational management information system activities (e.g. EMIS, DASL, etc.)  
Performs tasks that support departmental objectives. Takes the initiative to perform routine responsibilities independently.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Efficiently analyze and anticipate data reporting needs and requirements for local and state data submission.
- Refers district policy interpretation inquiries to administrators.
- Facilitates teamwork. Seeks clarification when expectations are unclear. Helps resolve problems. Promotes a safe, efficient and effective work/learning environment.
- Prepares computer documents. Maintains a systematic filing system that supports the efficient retrieval of records. Performs back up procedures of safeguard electronic/digital information.
- Works with staff to monitor computer operating systems and data entry procedures to ensure consistent standards for the accurate collection, recording and verification of information.
- Prepares timely paperwork. Collects, formats, and edits information. Verifies the accuracy of data.
- Coordinates the transfer of data between district buildings and the state data acquisition site.
- Serves as a liaison to the state data acquisition site. Attends training programs. Communicates updated information to staff responsible for the data collection/processing. Trains staff as needed.
- Coordinates collection and data entry processes. Monitors compliance with state guidelines. Maintains required records (e.g., pupil demographics, academic courses, student testing information, attendance, etc.)
- Assists the Treasurer's office with fiscal data processing as requested.

- Provides guidance, corrects errors, and helps resolve problems encountered by staff.
- Helps research and develop special reports. Helps interpret emerging trends.
- Provides technical support for student scheduling activities.
- Keeps informed about program/procedure changes. Routinely interacts with all departments and program services to ensure complete communications.
- Composes and prepares routine correspondence, memos, notes, E-mails, etc.
- Maintains forms related to program functions. Updates handbooks, fact sheets etc.
- Assembles information for grant/foundation proposals as directed.
- Assists with special projects as directed. Helps coordinate in-service training with staff.
- Prepares photocopies. Fixes minor equipment malfunctions. Contacts vendors as directed.
- Maintains the confidentiality of privileged information.
- Cross-trains with other office staff and assists with unexpected/urgent situations as needed.
- Participates in staff meetings and in-service training as directed.
- Supports workplace initiatives that enhance personal productivity and advances district goals.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides training and technical support to district programs/personnel. (Gifted, Special Education, Virtual, Principals, Secretaries, etc.)
- Enter all Special Education information into DASL and maintain SE records, as well as Preschool.
- Work with the Director of Pupil Personnel in all aspects of Special Education, including record keeping.
- Work with the State Auditors to comply with requested information requests.
- Work with other districts to solve errors related to reporting.
- Monitor and resolve issues in the ODDEX system.
- Provide support for the Superintendent Secretary and performs other duties as directed.

#### Abilities Required:

The following personal characteristics and skills are important for the successful performance of assigned duties:

- Demonstrates professionalism and contributes to a positive work environment.
- Uses active listening, observation, reading, verbal, nonverbal, and writing skills effectively
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Reacts productively to interruptions and changing conditions.

#### Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Operating and/or riding in a vehicle
- Performing repetitive tasks quickly.
- Lifting, carrying and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Using a computer keyboard and monitor for prolonged periods.

The Northeastern Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.