

Mahoning County Educational Service Center
Employee Position Description & Responsibilities

Position Title:	MCESC EMIS Coordinator, 261 Days
Category:	Noncertified; SERS Position; FLSA Exempt
Contract:	Initial one year contract; contract days as determined by the Governing Board; other terms and conditions of employment as per the CBA and/or Board Policy
Compensation:	Salary, insurance coverage and fringe benefits as per the current Board adopted policies and schedules.
Qualifications:	<p>The following qualifications are considered as guidelines:</p> <ul style="list-style-type: none">• Bachelor degree and substantial EMIS training• Technology competencies and knowledge of state software applications (e.g. EMIS, DASL, SunGard)• Knowledge and experience with EMIS reporting• Ability to make necessary state and local contacts to insure compliance with EMIS guidelines• Ability to manage multiple projects and deadlines• Strong communications and organization skills• Skills in collaborating with colleagues in a tactful, congenial, and personal manner to insure highest quality team effectiveness• Able to maintain confidentiality
Reports to:	Treasurer
Job Goal:	The MCESC EMIS Coordinator will coordinate EMIS for MCESC and its partner agencies as assigned. This includes but is not limited to compliance with all state and federal reporting requirements and Educational Management Information System (EMIS or whatever system sanctioned by the ODE) requirements.

PERFORMANCE RESPONSIBILITIES:

1. Research state reporting EMIS questions, investigate data idiosyncrasies, and communicate EMIS changes.
2. Comprehend and apply data reporting rules for local, state, and federal reporting, troubleshoot data error solutions, and learn new software and new reporting rules
3. Efficiently analyze and anticipate data reporting needs and requirements for local and state data submissions
4. Stay current on all EMIS rules and regulations required by law
5. 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
6. Provide training and technical support as needed
7. Communicate student and staff reporting requirements to district and other personnel responsible for collecting data
8. Maintain and monitor all student records (e.g. DASL, SunGard) when applicable
9. Work with auditor as requested

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10. Assist with coordination of the student scheduling process when applicable
11. Serve as the liaison with the Information Technology Center (ACCESS) concerning data processing
12. Maintain open and friendly working relationships and communication with other districts, EMIS secretaries, and the student service staff at ACCESS
13. Work with student services secretary and DASL to coordinate with EMIS for building schedule, course creation, and all other student data that affects EMIS reporting
14. Coordinate with districts assigned personnel in financial, discipline and attendance departments
15. Must be willing to attend local, regional and state EMIS meetings
16. Provide assistance with special education data collection and coordinate home schools
17. Will perform other specific job-related duties as assigned
18. Performs other related duties as may be assigned by the Superintendent, Assistant Superintendent, or Governing Board.

REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:

This staff member:

1. Is regular and prompt in attendance.
2. Seeks opportunities to improve skills and grow professionally.
3. Prepares an annual professional development plan that links professional growth with MCESC and other assigned goals.
4. Attends and actively participates in all required/assigned training sessions, meetings and other responsibilities.
5. Provides quality service to both internal and external colleagues and customers.
6. Seeks opportunities to participate as a productive member of MCESC, school district, and other committees and teams.
7. Generates internal and external support for MCESC services.
8. Represents the MCESC and its service schools with professionalism at all times.
9. Cooperates with and supports all service district regulations, standards and expectations.
10. Demonstrates at all times integrity and ethical behavior.
11. Responds quickly to directions for improvement from supervisors.
12. Maintains confidentiality in all job related discussions and communications.

OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:

1. Possesses a valid Ohio driver's license.
2. Reads, analyzes and interprets data and reports.
3. Writes reports, correspondence and other appropriate communiqués.
4. Presents information and responds to questions effectively and efficiently.
5. Accomplishes routine tasks in a routine manner.
6. Prioritizes tasks, requirements and expectations in order to perform to a standard of excellence in service

PERFORMANCE EVALUATION:

Job Performance of this position is evaluated according to Governing Board policy and the Ohio Revised Code, and shall in part determine the continuation of an employment contract.

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PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described herein 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 the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, talk, or hear, and operate a computer and other technology devices. The employee must occasionally lift and/or move up to **50 pounds, such as notebooks**, reports, etc. Specific vision duties of this job include close vision.

The noise level in office work environments is relatively quiet, but may escalate in group settings. The noise level in classroom positions is often elevated.

This position requires meeting deadlines with severe time constraints. This position involves stress as a result of those time sensitive obligations, the responsibility to ensure that laws and regulations are followed, and the demands of maintaining communications with large and diverse publics.

The information contained in this job description is in compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration and/or the Governing Board(s). Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Deputy/Assistant Superintendent of the MCESC.

The Mahoning County Educational Service Center is an equal opportunity employer, and employs individuals without regard to race, religion or ethnicity.

This Job Description has been reviewed with me, I understand the duties and responsibilities which are expected of me, and my questions as of this date have been answered.

Signed, _____, Employee, on ____/____/____

Signed, _____, Supervisor, on ____/____/____