



Job Posting: EMIS Coordinator – Madeira City Schools

Organization: Hamilton Clermont Cooperative (HCC)

Location: Cincinnati Area (East Side)

Schedule: Full-time

Compensation: Based on education and experience. Range: \$60,000 - \$80,000 with full benefits

Application Deadline: Until filled

Start Date: February 2, 2026 (or as soon as possible)

Position Overview

Hamilton Clermont Cooperative (HCC) is seeking a highly organized and adaptable professional to serve as the **EMIS Coordinator at Madeira City Schools**. The ideal candidate will be comfortable handling confidential information, managing multiple priorities, and working both independently and in conjunction with the various teams within the school district.

Key Responsibilities

Responsibilities may include, but are not limited to:

- Coordination, collection, and submission of all EMIS information as it relates to state, federal and local reporting.
- Train and inform various district and building level staff on EMIS coding, reporting needs, and other items related to EMIS.
- Collaborate with district departments (i.e. special education, gifted, assessment, etc.) to ensure proper data coding and funding.
- Maintain up-to-date knowledge of EMIS requirements and relevant state/federal laws.
- Work with the Ohio Department of Education and Workforce (ODEW) and the Information Technology Center (ITC) to seek clarification and relevant updates related to state reporting.
- Attend EMIS Coordinator meetings and trainings to remain current on all reporting requirements.
- Oversee SSID retrieval and generation
- Work closely with other districts, ESCs, and career centers to coordinate accurate reporting of students being reported by multiple districts.
- Facilitate the creation of PreID files and testing rosters (including working within TIDE and gathering/loading assessments once score files are returned).
- Work within the various ODDEX modules (CCP, Tuition, SCR, etc.)
- Serve as the SIS (ProgressBook) administrator within the district
- Perform other duties as assigned by the Superintendent and Treasurer of Madeira City Schools and/or their designees.



Qualifications

- High school diploma or equivalent required; post-secondary training preferred.
- Multiple years of experience in EMIS
- Proficient in the use of student software applications (i.e. ProgressBook)
- Proficiency with Microsoft Office Suite, Excel, and district/state software systems
- Strong communication skills and attention to detail.

- Ability to maintain confidentiality and work independently.
- Familiarity with school operations and administrative procedures.
- Ability to multitask and prioritize effectively.

How to Apply

Interested candidates should submit a resume and cover letter to **lori@mail.hccanet.org**. Applications will be reviewed on a rolling basis until the position is filled.