



Graham Local School District

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January 21, 2016

ANNOUNCEMENT OF VACANCY FOR THE 2015-2016 SCHOOL YEAR

Position: **EMIS Coordinator**

Qualifications:

High School Diploma; must meet all mandated health screening requirements; 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.

Beginning Date: To Be Determined **Annual Contract:** 260 Days, 8 Hours per Day, M-F

Application Deadline: February 12, 2016 or until filled

Application Materials:

1. Letter of Interest;
2. List of references including home and work telephone numbers and the relationship of the person to you;
3. *Completed Classified Application/Release of Employment Information Authorization Form;
4. *Completed Supplement to Applications Form located under Required Application Forms.
5. Copy of Valid Ohio Driver's License.
6. Must pass BCI/FBI criminal background check.

* These documents are available online at www.grahamlocalschools.org under Employment Opportunities.

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

Mail or deliver completed materials to:

Graham Local School District
Judy Geers, Treasurer
7790 W US Hwy 36
St. Paris, OH 43072

GRAHAM LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: EMIS COORDINATOR

Reports To: Assigned Administrator/Supervisor

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 equivalent is 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.
- Record maintenance skills. Ability to accurately compute and record mathematical data.
- 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, eSIS, DASL, Progress Book, 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.
- 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 all required records (e.g., pupil demographics, academic courses, student testing information, attendance, etc.)
- Progress Book Administrator: Set up calendars and staff in SI (Student Information)
- Set up staff in Grade Book and provide login access.
- Provide support to staff, students and parents in Grade Book.
- Keep up to date on all changes in Progress Book suite and provide training to other staff as needed.

- 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.
- Duplicates, assembles, and processes newsletter and special mailings as needed.
- 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.
- 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.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Graham Local School District Board of Education.

The Graham 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.