

VACANCY POSTING:

POSITION: E.M.I.S. Coordinator/Superintendent Secretary

WHERE: Lincolnview Local Schools

WHEN: 2018-2019 School Year/Starting Date TBD

HOURS: 8 hours per day – 260 days

SALARY: Per hourly rate salary schedule

DEADLINE FOR APPLICATIONS: June 7, 2018 or until filled

QUALIFICATIONS:

- High School Diploma or an Associate's or Bachelor's Degree in a relevant field is preferred.
- An acceptable score on a pre-employment test may be required.
- Post-secondary business school training or equivalent secretarial work experience is desirable.

RESPONSIBILITY / ADDITIONAL INFORMATION:

- This position is responsible for ongoing collection, entry, monitoring, analysis, and reporting Lincolnview's educational data. Also, this position will require secretarial duties/activities and promote the well-being of the school district through electronic mediums. This person will report to the Treasurer & Superintendent.

SKILL SETS ESSENTIAL FOR THE POSITION:

- Insure the efficient operations of the Educational Management Information System (EMIS)
- Technology competencies and knowledge of the state software applications or ability to learn (e.g. EMIS, DASL, Progressbook, etc.)
- Knowledge and experience with EMIS reporting are preferred
- Enters and maintains such student records as shall be required in the Student Information System (SIS).
- Enters and maintains information in the Special Educational Student Information Management System (SESIMS)
- Knowledge and experience with EMIS reporting are preferred
- Must be willing to make necessary state and local contacts to insure compliance with EMIS guidelines
- Verifies the Course Master Schedule for grades K-12
- Runs reports from the SIS and EMIS as requested by immediate supervisor and/or as mandated by the Ohio Department of Education
- Must have demonstrated experience in analysis and presentation of data using various software applications including databases, spreadsheets (e.g. Microsoft Office tools, Google applications etc.)
- Must have strong analytical ability
- Must have the ability to manage multiple projects and deadlines
- Must have strong communications and organization skills
- Must have skills in collaborating with colleagues in a positive, courteous, congenial, and personal manner to insure highest quality team effectiveness
- Must maintain the highest level confidentiality

- Knowledge of the district and community is preferred
- Must have an acceptable background check and complete all required employee records & checks of the Lincolnview Local Schools
- Must have neat appearance and proper grooming
- Must be prompt and dependable with regular attendance
- Will be required to research state reporting EMIS questions, investigate data idiosyncrasies, communicate EMIS changes and data “best practices” with various staff within the district in a timely, proactive, and professional manner
- Must have the ability to comprehend and apply data reporting rules for local, state, and federal reporting, troubleshoot data error solutions and learn new software and new reporting rules
- Must efficiently analyze and anticipate data reporting needs and requirements for local and state data submissions
- Must be flexible, adaptable, and willing to understand that EMIS will change as legislature and laws change
- Provide training and technical support to district personnel
- Communicate student and staff reporting requirements to district administrators and other personnel responsible for collecting data
- Monitor resident student data for Community Schools’ ADM
- Assist with coordination of the student scheduling process
- Assist staff with the creation of custom reports, spreadsheets, and data files
- To collaborate with the local media in writing captions and sending a digital picture(s) promoting the district students and school
- To work with the district website/webmaster to make sure up-to-date information is posted and that is correct
- Performs other specific job-related duties as assigned.

IF INTERESTED, CONTACT IN WRITING:

Jeff Snyder – Superintendent
Lincolnview Local Schools
15945 Middle Point Road
Van Wert, Ohio 45891
Phone: (419) 968-2226
Fax: (419) 968-2227