

MAYFIELD CITY SCHOOL DISTRICT

JOB DESCRIPTION

Title:	EMIS Coordinator/Accounts Specialist
Reports To:	Treasurer/CFO
Status:	FLSA Classified; Section 3319.081 – ORC
General Description:	<ol style="list-style-type: none"> 1. Perform all data processing tasks necessary to efficiently utilize the Student Information System (SIS), including student scheduling, grade reporting, data extraction, and administration of the SIS. 2. Coordinate District efforts to collect, analyze, complete, and transfer a wide range of data and records, including, but not limited to Educational Management Information System (EMIS) data as required by the Ohio Department of Education. 3. Perform accounting procedures regarding District collections and accounts receivable.
Qualifications:	<ol style="list-style-type: none"> 1. Associate's degree or appropriate related work experience. 2. Successful experience in a business office and/or school office environment. 3. High level of knowledge and current experience in the area of Ohio's Education Management Information System (EMIS). 4. Proficient in computer skills and knowledge of applications, necessary to access and disseminate relevant information in a timely manner. 5. Able to input and retrieve data accurately. 6. Efficient and effective in meeting deadlines for accurate information management. 7. Excellent telecommunication and organizational skills. 8. Good health and good attendance record. 9. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access office, meeting rooms, work room, and appropriate areas of school and District property and facilities. 2. Strong communication (verbal and written) and interpersonal skills. 3. Able to present information to individuals and small groups in a clear and compelling manner. 4. Able to work successfully with students, teachers, support staff, administrators, parents, and the community. 5. Able to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 6. Able to interact well with other people, but also the able to work independently.
Performance Responsibilities (* - Essential Functions):	
<ol style="list-style-type: none"> 1. * Provide organizational/data entry/data management support services in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 2. * Utilize District software to coordinate building and District information management systems to provide efficient and accurate collection, storage, and communication of student data. 3. * Coordinate data reporting requirements (student and staff) with District administrators. 4. * Inform District personnel about EMIS requirements and changes regarding student and staff reporting requirements. 5. * Serve as District liaison with state officials and the DA site concerning data processing (student/staff) 	

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- functions through prescribed data collection mechanisms, updates, and enhancements, when necessary.
6. Coordinate the electronic transfer of building/District data (student/staff) to the DA site as required.
 7. Provide training, assistance, and technical support to District personnel responsible for data collection and data entry.
 8. Coordinate and provide technical support for the student scheduling activity in grades KG – 12 to facilitate exchange of data between scheduling programs and EMIS.
 9. Following established procedures for entry and/or exchange of all student assessment data into the EMIS files as required.
 10. * Collect necessary data, maintain records, and prepare and submit reports in a timely manner for District services and programs as required by the Ohio Department of Education, the United States Department of Education, and the District as assigned.
 11. * Maintain confidential information, records, and files as required.
 12. * Account for District funds and maintain all records pertaining to District transactions in the manner described by law.
 13. Establish and maintain positive relationships with students, parents, teachers, District staff, and community.
 14. Communicate and collaborate effectively with teachers, administrators, and school/District staff.
 15. * Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
 16. Meet the professional expectations of attendance, suitable attire and decorum, participation in school and District meetings/functions, and support of District initiatives.
 17. Respond to specific requests from the Treasurer/CFO on matters affecting the program and operation of the District.

Other Professional Expectations:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Demonstrate a belief in and practice ethical principles and democratic values.
3. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner appropriate to the employee's professional responsibilities.
4. Keep up-to-date and knowledgeable of emerging technologies and skills, educational issues and District-related matters.
5. Perform other job functions as assigned.

Additional Working Conditions:

1. Occasional extra-hours/weekend work.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional exposure to blood, bodily fluids, and tissue.
4. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.