

PLEASE POST

*Liberty Local Schools  
4115 Shady Road  
Youngstown OH 44505*

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**May 8 – 12, 2017**

**Classified Position:**

EMIS COORDINATOR

**Salary:**

Commensurate with experience on the Administrative Salary Schedule

**Job Description:**

Responsible for coordinating the effective collection, analysis, maintenance, and reporting of student/district data to the Ohio Department of Education for the Liberty Local Schools. This is a non-union position.

**Qualifications:**

High School diploma or an Associate's or Bachelor's Degree. Proficient in the reporting of EMIS/DASL and reporting using Excel, Microsoft Office and Word to analyze data creating spreadsheets for various reports required to maintain data.

Must have acceptable background checks and complete all required employee records.

**Responsibilities:**

Responsible for the submission of all data reporting periods from EMIS to ODE by required dates

Will be required to research state reporting EMIS errors, investigate data reporting between districts and ODE

Communicate EMIS changes and data problems with various employees 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 state reporting rules

Must demonstrate good character, honesty, professionalism, integrity, commitment, and dedication to reporting the most accurate data. Keep confident student, staff and financial data and report district's data submissions in good faith

Provide training to district personnel as needed

Communicate student and staff reporting requirements to district administrators and other personnel responsible for collecting data

Serve as the district liaison to the A-Site for EMIS. Monitor changes that govern the manner in which data is collected, recorded, and reported. Attend training programs to keep current with software modifications.

Coordinate data collection, verification, and entry processes. Maintain all required records in DASL (e.g., student demographics, admissions & withdrawals, academic courses, testing data, attendance, retentions, memberships, calendars, open enrollment, court placements, discipline, CCP, staff data and HQT, Economic Disability, Free & Reduced Lunch, etc.)

Act as the district representative in working with other school districts and EMIS reporting entities to resolve data reporting discrepancies.

Attend all EMIS meetings and other related work sessions and conferences as well as communicating changes in state guidelines for EMIS reporting and other ODE reporting modules to all appropriate staff.

Maintain Tuition reporting for foster placed students to ODE.

Responsible for scheduling all ESC Special Education students.

Keep track of students' court placed elsewhere and court documentation.

Responsible for the reporting of the Civil Rights Data each year.

Assist District personnel in coordinating district enrollment, registration, and the open enrollment process

Assist the Treasurer in the accounts payable process and other accounting needs assigned by the Treasurer

Perform other duties as assigned by the Superintendent or other designee.

Interested individuals must include a Liberty Schools application, a letter of interest and resume with other information applicant deems important by 3:00 PM on May 12, 2017 to:

**Bradley Panak, Treasurer**  
**Board of Education Office**

4115 Shady Rd., Youngstown OH 44505  
330.759.0799 FAX 330.759.1209