

**ZANESVILLE CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>EMIS DIRECTOR</b>	<b>REPORTS TO:</b>	Assistant Superintendent
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| <b>TRAINING QUALIFICATIONS</b>                      | <ul style="list-style-type: none"> <li>- High school diploma or GED equivalency, college-level training preferred</li> <li>- Should be a certified EMIS professional or willing to obtain certification within a reasonable time frame</li> <li>- Training/experience in school building EMIS (Educational Management Information Services) data collection and utilization</li> <li>- Previous experience using and supporting student information system software(s) preferred</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>REQUIRED SKILLS AND ABILITIES</b>                | <ul style="list-style-type: none"> <li>- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing</li> <li>- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them</li> <li>- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts</li> <li>- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions</li> <li>- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email</li> </ul>                                                                                                                                                                                                                                              |
| <b>PERSONAL QUALIFICATIONS</b>                      | <ul style="list-style-type: none"> <li>- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all</li> <li>- Is able to accept constructive criticism/feedback</li> <li>- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community</li> <li>- Is conscientious and assumes responsibility for ones own work performance</li> <li>- Anticipates problems and unforeseen events and deals with them in an appropriate manner</li> <li>- Demonstrates an ability to make proper decisions when required</li> <li>- Demonstrates loyalty to the administrative team</li> <li>- Possesses high moral character and a good attendance record</li> <li>- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation</li> <li>- Participates in appropriate professional organizations and their activities</li> <li>- Maintains a calm attitude and sense of control at all times</li> <li>- Maintains a high level of ethical behavior and confidentiality of information</li> <li>- Possesses the ability to be flexible and adaptable to changing situations</li> </ul> |
| <b>JOB GOAL</b>                                     | To administer quality services to the district as the Educational Management Information System (EMIS) administrator who coordinates the collection and management of data                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS</b> | <p>The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.</p> <ul style="list-style-type: none"> <li>- Occasional work that may extend beyond the normal workday</li> <li>- Occasional exposure to blood, bodily fluids, and tissue</li> <li>- Occasional operation of a vehicle under inclement weather conditions</li> <li>- Occasional interaction among unruly children/adults</li> <li>- Many situations that require hand motion, e.g., computer keyboard, typing, writing</li> </ul>                                                                                                                                                                                                                                                           |

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:  
Revision date:

POSITION NO. 4.72

- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

PSAA UNION STATUS: Exempt

DUTIES AND RESPONSIBILITIES:

1. Coordinates all aspects of the EMIS for the school district so that state requirements are met and the district receives maximum value from the data
2. Assists in training personnel for entering data
3. Coordinates efforts of clerical personnel who have responsibility for entering and maintaining data that affects the EMIS
4. Assists with the tasks related to information management and other technology-based functions
5. Provides support related to the use of the student services software accessed through the IT-site
6. Maintains archival records as required to meet state and local needs
7. Coordinates the reporting of staff information with the treasurer's office to ensure the accuracy of the position codes for the EMIS data
8. Coordinates the enrollment process with the welcome center for EMIS reporting purposes
9. Works with the department of human resources and department of technology with planning the annual support staff workshops
10. Assists data specialist with training guidance departments in the areas of course setup
11. Assists human resources with the verification of staff certification and the collection of HQT (Highly Qualified Teacher) information
12. Performs other duties as assigned by the assistant superintendent and superintendent
13. Maintains information for all SF-14 billing (foster and tuition students) and submission of SF-14 data to the area coordinator as required. Resolves issues that impact funding the district receives for these students. (Students we are educating and those we are responsible to educate that are placed in other districts/facilities)
14. Reviews and maintains SSID (State Student Identification) validation reports, contacting other districts to resolve issues that affect funding flow
15. Maintains data for all students that are open enrolled out of district through the EMIS reporting data. Verifies addresses and other information to reduce costs to the district. (all open enrollment billing information is now collected by ODE through the EMIS reporting system)
16. Verifies all SOES (School Options Enrollment System) and CSADM (Community School Average Daily Membership) reported by community and electronic schools to reduce costs to the district on a monthly basis. Contacts community schools to revolve errors
17. Verifies that all Pickerington residents reported to be receiving assistance from Jobs and Family Services are accurate
18. Provides data to administrative staff as requested
19. Provides reports to auditors
20. Oversees the operation of the welcome center
21. Holds all confidential information in which he/she has knowledge of in the truest confidence, as required by law and utilizes confidential information obtained by he/she only for the benefit of the employee or student or in performance of his/her job responsibilities
22. Performs all other duties assigned by the assistant superintendent or designee

TERMS OF EMPLOYMENT	260 contract days
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