

Little Miami Local School District

Job Description

Position: Central Registrar/EMIS Assistant

Apply to: Jamie Miles, <jmiles@lmsdoh.org>, by 4:00pm, Friday Aug. 30, 2024

Reports to: EMIS Director

Salary: As set by the Board of Education

Position Status: Exempt

Evaluation: Performance of this job assignment will be evaluated annually in accordance with provisions of the Board's policy.

Qualifications:

1. Associates Degree; OR completion of 48 semester or 72 quarter hours verified by College transcript; OR meet a rigorous standard of quality assessment through the Warren County Career Center
2. Extensive experience working with computers
3. Experience with ProgressBook Student Information and Excel preferred
4. Current valid driver's license and registration
5. Effective active listening skills
6. Excellent public relations skills
7. Ability to communicate ideas and directives clearly and effectively both orally and in writing
8. Ability to communicate and translate with non-English speaking families
9. Ability to handle confidential matters, set priorities, and work well under pressure with attention to detail
10. Must pass criminal background check

Description:

Under the direction of the EMIS Director, the Central Registrar/EMIS Assistant will be responsible for the registration of all new students to the district using Registration Gateway; preparing all registration materials; reviewing and verifying all student data in the Student Information system; follow up on all registration documentation; accessing the Ohio District Data Exchange (ODDEX) to validate accurate state reporting for student admission/withdraws; provide friendly, but firm, customer service; work cross-departmentally to improve and maintain accurate district wide data; assist EMIS Director in defined EMIS functions, as needed, and perform other duties as assigned.

Essential Functions:

1. Coordinate registration for all new students entering the district
2. Collaborate with district departments and building personnel to maintain accurate student information and develop data-collection methods as necessitated by changes in ODE procedure or district policy
3. Work with building and office staff to review and correct collected data

4. Maintain respect at all times for confidential information (e.g., reporting in special education programs, financial information, student grades, payroll information, and personnel files)
5. Work with Transportation Department to implement methods for keeping an updated database, tracking student movement into or out of the district
6. Maintain updated registration materials, including keeping Registration Gateway forms current while aligning with the Student Information System
7. Handle routine correspondence independently
8. Enter and maintain student records and other required information in ProgressBook SI (Student Information)
9. Attend training sessions and seminars to learn all aspects of the job as required
10. Interact in a positive manner with staff, students and parents
11. Verify, update and maintain all student legal address changes
12. Promote good public relations by personal appearance, attitude and conversation
13. Assist in state reporting via the Department of Education and Workforce EMIS Data Collector
14. Safeguard student files so they are not lost, misfiled, or open to unauthorized personnel
15. Verify and track all Residency Affidavits and any unique student residency or custody situations
16. Document, register and track students attending other districts via Superintendent Agreements, Open Enrollment, or Foster Placement
17. Notarize legal documents and affidavits
18. Coordinate and schedule Spring Kindergarten Registration with appropriate district staff
19. Produce accurate and quality work with little supervision and high motivation with an ability to meet deadlines
20. Assist with collection, data entry, and reporting of student assessment data as required
21. Conduct periodic spot checks throughout the district, without prior notice, to ensure board policies, guidelines pertaining to safety and security of all student records and record retention practices are being followed
22. Build and maintain relationships with county courts, Children's Services and other Ohio School District personnel

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue.
- Occasional operation of a vehicle in inclement weather conditions.
- Occasional interaction among unruly children.
- Occasional requirement to travel, e.g., to network computer center and professional meetings.
- Repetitive hand motion, e.g., typing, calculating, collating, folding and stapling.
- Occasional interruption of duties by staff, students, parents, and visitors to the school district.
- Occasional requirement to work beyond the normal workday.

**LITTLE MIAMI BOARD OF EDUCATION
JOB DESCRIPTION**

Title: Central Registrar/EMIS Assistant

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

(Superintendent or designee)

(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

(Name)

(Date)

Adopted: May 28,2024