

Little Miami Local School District

Job Description

Position: Educational Management Information System (EMIS) Director

Reports to: Director of Student Services

Salary: Annual – 260 Days per Contract Year

Position Status: Exempt

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

Qualifications:

1. Knowledge of EMIS, Frontline/ProgressBook Suite and Microsoft Office Products
2. Familiarity with the Ohio EMIS framework and relevant state statutes
3. Knowledge of Board policies & procedures required for local, state, and federal reports
4. Ability to maintain confidentiality and handle sensitive information appropriately
5. Willingness to travel within the district and for training as needed
6. Strong analytical and problem-solving skills
7. Mental ability to adapt and respond to multiple priorities and demands with varying deadlines
8. Good health, high moral character, and good attendance record

General Description:

The position is responsible for overseeing the verification, implementation, management, and improvement of data collection and reporting to the Ohio Department of Education and Workforce (ODEW). The EMIS Director must demonstrate superior communication and problem-solving skills, as well as ensure compliance with state and federal reporting requirements to support informed decision-making for district leadership.

Essential Functions:

1. Manage the collection of student, staff and course data for transfer to the Ohio Data Collection System
2. Ensure the accuracy and integrity of all EMIS related data
3. Provide training to district staff on EMIS procedures, data entry, and reporting requirements
4. Offer ongoing support for data-related inquiries and issues
5. Assist in creating reports for administration and stakeholders to support data-driven decision-making
6. Work with IT staff to ensure the proper functioning and security of EMIS-related software systems

7. Participate in the evaluation and implementation of new data management tools
8. Collaborate with various departments to enhance data collection and usage practices
9. Coordinate with other districts, ODEW, vocational schools, community schools, etc. for problem investigation/resolution
10. Demonstrate an ability to work independently and effectively with others
11. Perform other duties as assigned by the Superintendent or his/her designee

Other Duties and Responsibilities

1. Serve as a role model for students in how to conduct themselves as a citizen and as responsible, intelligent human beings.
2. Help instill in students the belief in a practice of ethical principles and democratic values.
3. Conduct other duties related to the database specialist as assigned by the Superintendent or his/her designee.

Additional Working Conditions:

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

The information contained in this job description is for compliance with the American Disabilities Act (A,D.A.) and is not an exhaustive list of the duties performed for this position.

**LITTLE MIAMI BOARD OF EDUCATION
JOB DESCRIPTION**

Title: **EMIS Director**

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)