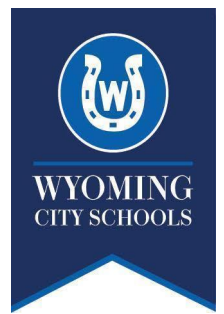


ANNOUNCEMENT OF VACANCY



March 3, 2025

EMIS Coordinator and Database Manager

This full-time position is for the 2025-2026 school year

Contract Days: 242

Date of Employment: July 1, 2025

Requirements:

- Bachelor's degree preferred
- Educational data experience required
- Strong technology skills
- Proficient in Educational Management of Information Systems (EMIS)
- Familiar with testing uploads and extracts (CRS, OST, MAP, ACT)
- Outstanding oral and written communication skills
- Ability to practice a high level of customer service for all stakeholders
- Maintains confidentiality
- Dedication, honesty and integrity when reporting district data to the Department of Education
- Ability to collaborate well with others
- Ability to multitask
- Be a highly organized self-starter
- Acts in a professional manner conducive to good community relations
- Current BCI & FBI Background Results
- Essential Functions: [See attached job description](#)

Qualified candidates should apply online at:

[Applitrack](#)

Applications must include:

- Cover Letter
- Resume
- Names of 3 Professional References

Each applicant's resume and qualifications will be evaluated and those deemed most qualified will be invited to participate in interviews.

Deadline to apply: Until Filled

An Equal Opportunity Employer