



**Corporate Address**  
 100 Executive Drive  
 Marion, Ohio 43302  
 P: 740 389 4798  
 F: 740 389 4517

<b>Job Title:</b>	EMIS Specialist PowerSchool		
<b>Department/Group:</b>	Student Services		
<b>Location:</b>	3-4 days remote, 1-2 days at META Dayton Office	<b>Travel Required:</b>	Yes
<b>Direct Supervisor:</b>	EMIS Manager	<b>Position Type:</b>	Full Time / Exempt
<b>Job Description</b>			
<p><b>ROLE &amp; RESPONSIBILITIES</b></p> <p>The Education Management Information System (EMIS) Specialist provides high-quality customer service support and/or contracted EMIS services to schools. This position is responsible for providing EMIS data reporting training, and support and/or contracted EMIS services. This position is also responsible for providing accurate data reporting, PowerSchool software support, operations support, and data communication needs for META and its consortium and contract districts.</p> <p><b>PRIMARY RESPONSIBILITIES INCLUDE:</b></p> <ul style="list-style-type: none"> <li>• When providing EMIS customer support, will assist in troubleshooting data and reports. Will conduct trainings, open labs, and online meetings. Will keep customers current with information from ODE and any other relevant EMIS related source.</li> <li>• When providing contracted EMIS services, will process EMIS data in the Student Information System (SIS) and in the Data Collector as well as troubleshoot information in ODDEX, SDC, and any other system as appropriate. Will assist in analysis of EMIS data and communicate to contracted district staff how to correct errors with staff and student data.</li> <li>• Attend conference calls, webinars, and meetings, and monitor changes in the regulations that govern data collection. Disseminate this information to contracted districts.</li> <li>• Develop documentation and processes for EMIS and PowerSchool</li> <li>• Assist in coordinating, planning, and delivering EMIS and PowerSchool meetings and trainings</li> <li>• Provide customer support as it relates to core PowerSchool and META Customizations</li> <li>• Assist in resolution of district inquiries via the Web Helpdesk Ticketing System</li> <li>• Research and master the use of software used and developed by META Student Information Systems</li> <li>• Maintain confidentiality and adherence to the Family Education Rights Privacy Act (FERPA) at all times</li> <li>• Perform any and all other duties as assigned</li> </ul>			

#### **QUALIFICATIONS & EDUCATION REQUIREMENTS:**

- Associate degree or higher or equivalent work history
- High degree of proficiency in a variety of computer applications
- Must maintain valid driver's license and an acceptable driving record for insurance coverage (travel to contracted districts may be required)
- Ability to communicate effectively in both written and oral communications
- Must establish and maintain effective working relationships with other staff members and contracted districts
- Ability to effectively present information and respond to questions from all customers and stakeholders
- Must have a highly detailed and thorough approach to the handling of contracted districts' student and staff data; must accept responsibility to assist districts to meet multiple deadlines throughout the course of a year that significantly impact funding and state report card data
- Ability to react productively to frequent interruptions and changing conditions
- Ability to accurately discern detail in written, statistical and tabular materials
- Ability to set priorities, organize and complete duties efficiently without supervision
- Ability to work collaboratively and to learn new technologies and skills
- Ability to analyze, investigate, and guide district staff to accurately report EMIS data