



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

|                           |                   |                         |                    |
|---------------------------|-------------------|-------------------------|--------------------|
| <b>Job Title:</b>         | EMIS Specialist   |                         |                    |
| <b>Department/Group:</b>  | Student Services  |                         |                    |
| <b>Location:</b>          | Columbus / Remote | <b>Travel Required:</b> | Yes                |
| <b>Direct Supervisor:</b> | EMIS Manager      | <b>Position Type:</b>   | Full Time / Exempt |

**Job Description**

**ROLE & RESPONSIBILITIES**

The Education Management Information System (EMIS) Specialist provides high-quality EMIS support to School Districts. This position is responsible for providing EMIS services to META school districts. The EMIS Specialist will provide guidance to districts regarding their EMIS data and reports.

**PRIMARY RESPONSIBILITIES INCLUDE:**

- Assist member districts in error correction, report analysis, and provide EMIS reporting guidance
- Submit tickets to ODE on behalf of member districts
- Provide EMIS training to member districts
- Attend EMIS Alliance Train the Trainer sessions and then facilitate the trainings to member and non-member schools
- Attend conference calls, webinars, meetings, and conferences regarding EMIS and monitor changes in the regulations that govern data collection and disseminate this information to member districts
- Develop documentation and processes to make EMIS reporting more efficient and accurate for member districts
- Maintain confidentiality with sensitive staff and student data. Maintain adherence to the Family Education Rights Privacy Act (FERPA) at all times
- Perform any and all other duties as assigned

**QUALIFICATIONS & EDUCATION REQUIREMENTS:**

- Associates degree or higher or equivalent work history
- High degree of proficiency in EMIS, ODDEX, SSID/IBM, OEDs, FFE, Report Portal/SDC, Zoom, and other related systems
- Must maintain valid driver's license and an acceptable driving record for insurance coverage (travel to meetings and conferences 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 districts
- Ability to effectively present information and respond to questions from all customers and stakeholders
- 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



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- Ability to analyze, investigate, and guide district staff to accurately report EMIS data
- Progress Book experience preferred



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