
EMIS Coordinators: Roles & Essential Skills

THE ROLE OF AN EMIS COORDINATOR

- ◆ Liaison between their district and their district's Information Technology Center (ITC).
- ◆ Interpret EMIS reporting requirements for their school district.
- ◆ Ensure the accuracy, completeness, and transfer of district, building, staff, student, course, and financial data to EMIS.
- ◆ Coordinate data collection and verification processes.
- ◆ Adhere to EMIS processing schedules.
- ◆ Communicate EMIS requirements to staff within the district.
- ◆ Transmit files to ODE.
- ◆ Become familiar with reviewing reports in the Secure Data Center (SDC).
- ◆ Investigate and trouble-shoot various error reports.
- ◆ Correct data and re-submits when necessary.
- ◆ Distribute EMIS reports received from the Department with district staff.
- ◆ Assist district staff with understanding and interpretation of EMIS reports.
- ◆ Interpret data and other statistical information.
- ◆ Monitor and adhere to all state and federal changes to EMIS reporting.
- ◆ Attend EMIS Coordinator meetings, seminars, workshops, conference calls, etc. to maintain accurate knowledge of EMIS requirements as needed.
- ◆ Position is required to work Year-round.
- ◆ Become familiar with district's Student Information System software.
- ◆ Coordinate the reporting of district's data with other district staff.

PRIORITY OF ROLES AS VOTED ON BY THE WORKGROUP

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ESSENTIAL SKILLS OF AN EMIS COORDINATOR

- ◆ Efficient and effective in managing multiple and meeting deadlines simultaneously.
- ◆ Excellent organizational skills.
- ◆ Ability to collaborate and communicate effectively (verbally and in writing).
- ◆ Ability to multitask.
- ◆ Ability to troubleshoot.
- ◆ Ability to work collaboratively with other staff members in the district.
- ◆ Ability to work collaboratively with staff at other districts.
- ◆ Ability to research, plan, and develop special reports.
- ◆ Demonstrate dedication, commitment, honesty, integrity, and good character when reporting data for a district to the Department.
- ◆ Proficient in district's local student information software (SIS).
- ◆ Able to work across multiple platforms (SIS, ODDEX, Data Collector).
- ◆ Understanding of data-based principals and data analysis.
- ◆ Proficient in Excel.

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- ◆ Ability to troubleshoot.
- ◆ Efficient and effective in managing and meeting multiple deadlines simultaneously.
- ◆ Excellent organizational skills.
- ◆ Proficient in district's local student information system (SIS).
- ◆ Proficient in Excel.
- ◆ Able to work across multiple platforms (SIS, ODDEX, Data Collector).
- ◆ Ability to collaborate and communicate effectively, both verbally and in writing.