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

- Ensure the accuracy, completeness, and transfer of district, building, staff, student, course, and financial data to EMIS.
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EMIS Coordinators: Roles & Essential Skills

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.

Priority of Skills as Voted on by the Workgroup

- Demonstrate dedication, commitment, honesty, integrity, and good character when reporting data for a district to the Department.
- Ability to work collaboratively with other staff members in the district.
- Ability to work collaboratively with staff at other districts.
- 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.