

EMIS Coordinators: Roles & Essential Skills

ROLE OF AN EMIS COORDINATOR

The following list includes many of the most common and important roles of a district's EMIS coordinator.

- ◆ Differs by district.
- ◆ Adhere to EMIS processing schedules.
- ◆ Assist district staff with understanding and interpretation of EMIS reports.
- ◆ Attend EMIS Coordinator meetings, seminars, workshops, etc. to maintain accurate knowledge of EMIS requirements as needed.
- ◆ Communicate EMIS requirements to staff within the district.
- ◆ Coordinate data collection and verification processes.
- ◆ Correct data and re-submit when necessary.
- ◆ Distribute EMIS reports received from the Department to district staff.
- ◆ Ensure the accuracy, completeness, and transfer of district, building, staff, student, course, and financial data to EMIS.
- ◆ Interpret data and other statistical information.
- ◆ Interpret EMIS reporting requirements for the school district using the EMIS Manual and other resources.
- ◆ Investigate and troubleshoot various error reports.
- ◆ Liaison between the district and the district's Information Technology Center (ITC).
- ◆ Monitor and adhere to all state and federal changes to EMIS reporting.
- ◆ Share reports from the Secure Data Center (SDC) with district staff.
- ◆ Train district administrators and data team members to access Department-provided reports.
- ◆ Transmit files to the Department.
- ◆ Work with members of the data team to troubleshoot data reports.

ESSENTIAL SKILLS OF AN EMIS COORDINATOR

The following list includes many of the skills required to carry out the role of an EMIS coordinator.

- ◆ Ability to research, plan, and develop special reports.
- ◆ 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 work with spreadsheets.
- ◆ Dedication, commitment, honesty, integrity, and good character when reporting data for a district to the Department.
- ◆ Effective communication (verbally and in writing).
- ◆ Efficient and effective in meeting deadlines.
- ◆ Good organizational skills.
- ◆ Multitasking.