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.