

Salem City School District

Position: EMIS Coordinator
Posting Date: June 10, 2025
Posting Deadline: Until Position is Filled
District: Salem City Schools

JOB DESCRIPTION: EMIS Coordinator will be responsible coordinating the effective collection, analysis, maintenance, and reporting of student/district data to the Ohio Department of Education for the Salem City Schools. This is a non-union position.

QUALIFICATIONS: HS diploma (Minimum of High School Diploma). Proficient in the reporting of EMIS/ DASL and reporting using Excel, Microsoft Office and Word to analyze data creating spreadsheets for various reports required to maintain data. Must have an acceptable background check and complete all required employee records.

RESPONSIBILITIES:

- Responsible for the submission of all data reporting periods from EMIS to ODE by required dates.
- Will be required to research state reporting EMIS errors, investigate data reporting between districts and ODE.
- Communicate EMIS changes and data problems with various employees within the district in a timely, proactive, and professional manner.
- Must have the ability to comprehend and apply data reporting rules for local, state and federal reporting, troubleshoot data error solutions, and learn new software and new reporting rules.
- Must be flexible, adaptable and willing to understand that EMIS will change as legislature and laws change.
- Must demonstrate good character, honesty, professionalism, integrity commitment and dedication to reporting the most accurate data. Keep confident student, staff and financial data and report district's data submissions in good faith.
- Provide training to district personnel as needed.
- Promote close working relationships with A-Site and all other school districts.
- Communicate student and staff reporting requirements to district administrators and other personnel responsible for collecting data.
- Serve as the district liaison to the ACCESS for EMIS. Monitor changes that govern the manner in which data is collected, recorded and reported. Attend training programs to keep current with software modifications.
- Enroll all new students into DASL for grades K-12, creating appropriate EMIS screens.
- Coordinate data collection, verification, and entry processes. Maintains all required records in DASL (e.g., student demographics, admissions & withdrawals, academic

- courses, testing data, attendance, retention, memberships, calendars, open enrollment, court placements, discipline, CCP, staff data and HQT, etc.)
- Act as the district representative in working with other school districts and EMIS reporting entities to resolve data reporting discrepancies.
 - Attend all EMIS meetings and other related work sessions and conferences as well as communicating changes in state guidelines for EMIS reporting to all appropriate staff.
 - Responsible for monitoring, verification and oversight of ODDEX (student conflicts, Community School reporting)
 - Maintain SF-14 reporting for foster placed students to Ohio Department of Education.
 - Responsible for scheduling of all elementary students (K-6)
 - Maintain all aspects of Open Enrollment for the district, communicating with the other districts and parents.
 - Keep track of students court placed elsewhere (Tobin, Rogers, other Youth Facilities).
 - Remain current with all Ohio Department of Education reporting requirements
 - Salem has CTE reporting
 - Maintain data entry of Special Education data for yearly Federal Reporting.
 - Responsible for the reporting of the Civil Rights Data each year.
 - Graduate reporting of all Seniors
 - Maintain and creates all new staff accounts for DASL/Grade Book.
 - This position requires meeting deadlines with severe time constraints.
 - Follow Board Policy, Administrative Guidelines, and the Negotiated Agreement for the operation of the district.
 - Perform other duties as assigned by the Superintendent or other designee.

Salary: Commensurate with Experience

Qualified candidates can find an application via the school's website www.salemquakers.org and submit application, resume with applicable licensure to the Superintendent's Office or via email to Sean Kirkland @ kirklands@salem.k12.oh.us or Terri Roberts @ robertst@salem.k12.oh.us

Attn: Terri Roberts
Salem City School District
1226 E. State Street
Salem, OH 44460

Phone: 330-332-0316

Fax: 330-332-8936