FINNEYTOWN LOCAL SCHOOL DISTRICT
POSITION DESCRIPTION

POSITION: EMIS Coordinator

SUPERVISOR: Assistant Superintendent

JOB PURPOSE: Responsible

QUALIFICATIONS:

- High School Diploma or Bachelor's Degree
- Experience with EMIS Reporting preferred
- Experience with Progress Book SIS preferred
- Good written and verbal communications skills
- Knowledge of budgeting/payment procedures, and reporting procedures related to Special Education Services, Instructional Services and Federal Programs
- Proficient in Microsoft Excel with experience in formulas, functions, and pivot tables
- Such alternatives to the above qualifications as the district may find appropriate and acceptable
- Satisfactory BCI and FBI Background checks
- Starting date: ASAP

PERFORMANCE RESPONSIBILITIES:

- EMIS and Progress Book SIS data collection and entry.
- Purchase order processing, budget tracking and ordering/organizing/maintaining the inventory of supplies and materials for Instructional Services and Student Services.
- Maintain informational databases and files.
- Provide technical and organizational support to district staff who have responsibilities related to Instructional Services and Student Services.
- Collect and maintain compliance documents for audits (Medicaid, Federal Programs, etc.).
- Assist with Catastrophic Cost and Excess Cost Reporting.
- Member of the Board Office Administrative Team responsible for attending meetings and planning.
- Maintain confidentiality regarding student and staff data.
- Other duties and responsibilities as assigned.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.