Greater Cincinnati School Application Consortia

Employment Application

Openings as of 12/1/2025

Assistant Supervisor of the Educational Management Information System (EMIS)

JobID: 43425

Position Type:
Administration/EMIS Coordinator

Email To A Friend
Print Version

Date Posted:
11/24/2025

Location:
Northwest Local School District Offices

Date Available:
01/02/2026

Closing Date:
12/03/2025

District:
Northwest Local School District

Position: Assistant Supervisor of Educational Management Information System (EMIS)

Qualifications:

1. Associate or Bachelor's degree and/or sufficient related work experience and/or training in the area of technology and/or data processing.
2. Minimum of three (3) years of EMIS experience preferred.
3. Technology skills - Google applications, Excel spreadsheets, Infinite Campus, Microsoft Reporting, and a variety of web-based applications.
4. Certified EMIS Professional License (preferred) and/or willing to obtain.

Date of Employment: January 2, 2026

Salary: XA7-11 (247 day) Salary Schedule. Based on experience $75,232.52 - $102,903.92

Application Process: All interested candidates are invited to submit an application through applitrack.com

The following information should be included:

- Educational background
- Employment history
- Names of three professional references

Applicant's resume and qualifications will be evaluated, and those deemed most qualified will be invited to participate in interviews.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Attachment(s):

- Asst. Supervisor of Educational Management Information System (EMIS) (1).pdf

FMLA regulations require all employers to post the updated FMLA notice.

Job Description

Job Title: Assistant Supervisor of Educational Management Information System (EMIS)

Classification: Administrative

Salary Schedule: XA7-11

Reports To: Central Office Director

FLSA Status: Exempt

Date: December 2025

Approved by: Northwest Local School District Board of Education

Job Summary: Supervises, coordinates and maintains all information and reporting for EMIS. Thoroughly understands all EMIS reporting requirements and the impact that they have on the school district.

Job Qualifications:

1. Associate or Bachelor's degree and/or sufficient related work experience and/or training in the area of technology and/or data processing.
2. Minimum of three (3) years of EMIS experience preferred.
3. Technology skills - Google applications, Excel spreadsheets, Infinite Campus, Microsoft Reporting, and a variety of web-based applications.
4. Certified EMIS Professional License (preferred) and/or willing to obtain.

Leadership Expectations

1. To collaborate in a shared leadership model with other leaders
2. To ensure alignment with district goals and priorities while leading
3. To promote understanding of the why behind our work and connect it to others through relationships that grow staff toward the district vision
4. To listen to staff, students, and stakeholders to ensure representation of all perspectives
5. To lead by removing barriers, eliminating isolation, sharing information and data through fostering cross department and interagency collaboration
6. To ensure success through data based evaluation and reflective processes

Essential Duties:

1. Meets all state mandated deadlines related to EMIS reporting in a timely, accurate and efficient manner.
2. Resolves data conflicts and errors prior to data submission in collaboration with the appropriate department head.
3. Ensures all testing data is properly reported.
4. Communicates regularly with and provides guidance as appropriate to all individuals responsible for data entry and management related to student, staff/course, fiscal reporting, assessment and accountability.
5. Alerts other district administrators to potential issues with data quality and participates in the development of systemic problem resolution strategies.
6. Prepares (File Transfer Protocol), prints, and reviews all EMIS reports from SWOCA, scrutinizing for accuracy and correcting errors, including trend reports.
7. Manages and approves Ed Choice Scholarships.
8. Supervises and coordinates with building and department staff on coding requirements for their students to ensure accurate reporting and proper funding for the district.
9. Supervise and coordinate EVAAS linkage (roster verification)
10. Upload, monitor, and ensure accurate reporting of K-3 Literacy data.
11. Review and monitor in collaboration with the curriculum department to update and maintain accurate course reporting.
12. Coordinates with the Curriculum Department to correctly code courses and programs including College Credit Plus (CCP) courses.
13. Supervises and coordinates with building personnel in gathering program codes for extracurricular activities and memberships and monitors the data entry.
14. Collaborate with counselors to determine proper coding of transcripts, courses alignment, and assessment records.
15. Serves as a resource personnel at the Ohio Department of Education and/or the EMIS personnel at SWOCA for further clarification and interpretation of EMIS requirements as needed.
16. Provides in-service, supports, and supervises all applicable building level staff in regard to data entry and reporting requirements that impact EMIS reporting including but not limited to: attendance, school calendars, fees, course records, staff records including HQT, student demographics, enrolling and withdrawing, transfer of students, graduation, scheduling, course codes corresponding to state guidelines, out-of-district reporting, student programs and memberships, grades, credits, assessment records, special education records, etc.

17. Supervises and coordinates the verification and maintenance of updated records of all Joint Vocational Student enrollments and monitors FTE adjustments as needed.
18. Supervises, coordinates, and verifies reports of all community school information (SOES).
19. Supervises, coordinates, and monitors entry/withdrawal dates, ensuring chronological order and eliminating conflicts using the Ohio District Data Exchange (ODDEX).
20. To provide regular updates to the district Treasurer regarding major adjustments in reported student FTE.
21. Coordinates with the Federal Programs Supervisor with staff reporting issues identified through the comparability report and resolves them by working collaboratively with the Treasurer's Office and the Human Resources Department.
22. Prepares quarterly updates to building principals and district administration related to incomplete Discipline data.
23. Attends EMIS coordinator meetings at the Ohio Department of Education (ODE) and SWOCA in order to maintain current information about the requirements for EMIS reporting.
24. Coordinates and monitors State Student Identification (SSID) implementation.
25. Coordinates and monitors timely and accurate completion of the Office of Civil Rights Data Collection.
26. Supervise, coordinate, assign, and monitor work as necessary to office personnel as it pertains to EMIS reporting.
27. Supervise Data Visualization OP5.
28. To perform other related duties as assigned.

Other Duties and Responsibilities

1. **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Requirements:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Terms of Employment: 247 days

Title: Assistant Supervisor of the Educational Management Information System (EMIS)

Employee: _____

(print name)

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the positions supervisor, appointing authority, or designee.

_____ _____

(Superintendent or designee) (Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

_____ _____

(Signature) (Date)