

**JOB DESCRIPTION
FOR
STUDENT SERVICES COORDINATOR
OF THE
PIONEER CAREER AND TECHNOLOGY CENTER**

In compliance with H.B. 769 and O.R.C. Section 3319.02

The Coordinator shall hold a valid Ohio Teaching License and be knowledgeable in EMIS Data Submission.

The Coordinator shall coordinate all activities within the Student Services Department. He/she shall work with the Director of Operations and shall work with administrators to assure a positive businesslike and harmonious learning environment.

The Coordinator shall collect, generate and submit educational data as outlined in the EMIS guide issued by the State of Ohio Department of Education.

The Coordinator shall communicate effectively, both verbally and in writing, in order to facilitate the collection of data from Pioneer and satellite programs. He/She shall meet state and local deadlines for accurate reporting of information

GENERAL AREAS OF RESPONSIBILITY

1. Coordinate daily activities of the Student Services Staff.
2. Attend workshops and conferences as needed to stay current with educational reform.
3. Collect and analyze data, federal/state standards, employment and trends, demographics to forecast needed curriculum changes.
4. Assist in the development and revision of curriculum/courses/programs.
5. Conduct monthly department meetings.
6. Coordinate department activities with administrative procedures and Board policies affecting the overall school operation.
7. Coordinate building and district information management systems to provide efficient and effective collection, storage and communication of student and staff data.
8. Provide training, assistance and technical support to district personnel.
9. Serve as district liaison with the State Department of Education and resolve any problems concerning district EMIS data reported to that agency.
10. Serve as district liaison with the Instructional Technology Center (ITC) and Partner Schools, concerning EMIS data processing (student/staff) functions through their computers.

11. Coordinate the electronic communication of district/satellite student and staff EMIS data to the ITC.
12. Communicate EMIS student and staff reporting requirements/procedures to district/satellite administrators and other personnel responsible for collecting data.
13. Coordinate the student scheduling activity to facilitate exchange of data between scheduling programs and EMIS.
14. Maintain the confidentiality of privileged information.
15. Distribute EMIS report to staff/administration for data verification.
16. Attend EMIS related training meetings presented by NCOCC, ODE and/or OAEP.
17. Oversee the timely submission of reports and records.
18. Ability to work independently especially in recognizing solutions to errors on state reports.
19. Maintain district records for the maximum period mandated by law and/or Board policy.
20. Coordinate data collection, verification and entry processes. Maintain all required records (e.g. student demographics, academic courses, testing data, attendance, discipline, etc.).
21. Uphold Board policies and follows administrative procedures.
22. Provide reports to and assist the Superintendent and Treasurer when appropriate.
23. Perform other duties as assigned by the Superintendent and/or his/her designee.