Board-adopted
September 21, 2026

**PIONEER CAREER AND TECHNOLOGY CENTER**
**27 RYAN ROAD**
**SHELBY, OHIO 44875**

# JOB DESCRIPTION
# FOR
# EMIS COORDINATOR

**QUALIFICATIONS:** The Education Management Information System (EMIS) Coordinator shall possess at least a Bachelor's degree or appropriate experience with the Education Management Information System (EMIS); a high level of knowledge and experience in the area of EMIS; proficient in the use of the various software systems used to report data through EMIS (eSIS, Pentamation, DSL, DASL, etc); proficient in the use of Microsoft Excel in order to provide reports for administration, track data and review data from state files produced in a .CSV format; EMIS Professional (CEP) certification preferred or willingness to pursue certification.

**RESPONSIBLE TO:** Superintendent

**GENERAL DUTIES:** Coordinates, generates and submits educational data as outlined in the EMIS guide issued by the State of Ohio Department of Education.

Communicates effectively, both verbally and in writing, in order to facilitate the collection of data from Pioneer and satellite programs. Meets state and local deadlines for accurate reporting of information

**SPECIFIC DUTIES:**

A. Coordinate building and district information management systems to provide efficient and effective collection, storage and communication of student and staff data.

B. Provide training, assistance and technical support to district personnel.

C. Serve as district liaison with the State Department of Education and resolve any problems concerning district EMIS data reported to that agency.

D. Serve as district liaison with the Instructional Technology Center (ITC) concerning EMIS data processing (student/staff) functions through their computers.

E. Serve as liaison with partner schools concerning EMIS data processing information and resolution of problems concerning reported data.

F. Coordinate the electronic communication of district/satellite student and staff EMIS data to the ITC.

G. Communicate EMIS student and staff reporting requirements/procedures to district/satellite administrators and other personnel responsible for collecting data.

H. Coordinate and provide technical support for the student scheduling activity to facilitate exchange of data between scheduling programs and EMIS.

I. Maintain the confidentiality of privileged information.

J. Distribute EMIS report to staff/administration for data verification.

K. Attend EMIS related training meetings presented by NCOCC, ODE and/or OAEP.

L. Oversee the timely submission of reports and records.

M. Ability to work independently especially in recognizing solutions to errors on state reports.

N. Maintain district records for the maximum period mandated by law and/or Board policy.

O. Assist the Treasurer's office in reporting financial data.

P. Coordinate data collection, verification and entry processes. Maintain all required records (e.g. student demographics, academic courses, testing data, attendance, discipline, etc.).

Q. Direct the delivery and continuous improvement of Educational Management Information System.

R. Uphold Board policies and follows administrative procedures.

S. Provide reports to Superintendent and Treasurer when appropriate.

T. Perform other duties as assigned by the Superintendent and/or his/her designee.