

Data Specialist, Twinsburg City Schools

Category: **Coordinator/EMIS Coordinator**

Date Posted: **1/13/2025**

Location: **Twinsburg Board of Education**

Date of Availability: **03/03/2025**

Date Closing: **Until Filled**

To apply for this position, click on this link: [Data Specialist, Twinsburg City Schools](#)

Data Specialist

Description: Coordinate EMIS for the school district.

DAYS PER YEAR: 260 days, includes 10 paid holidays

HOURS PER DAY: 7.5 hours per day

Qualifications:

- High school diploma. Post-secondary training is desirable.
- Documented evidence of a clear criminal record.
- Congenial telephone etiquette.
- Proficient in office protocol and the use of business equipment.
- Proficient in the use of Microsoft Office, EMIS, DASL, and Excel.
- Proficient in data entry, spelling, proofreading and the correct use of grammar.
- Ability to apply advanced mathematical concepts.
- Multitasking ability and strong interpersonal skills.
- Available to work extended hours when needed.

Responsibilities (include but not limited to):

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Serve as the district liaison to the Informational Technology Center (ITC). Monitors changes in regulations that govern the manner in which data is collected, recorded, and reported.
- Attends training programs to keep current with software modification. Distributes updated information. Helps train other support staff as directed.
- Coordinates collection and data entry processes. Helps resolve problems encountered by staff. Validates data, corrects errors and maintain all required

records (e.g. student demographics, academic courses, co-curricular/extra-curricular programs, testing data, Title I, subsidized lunch programs, etc.)

- Helps research, plan and develop special reports. Interprets data and other statistical information. Provides perspective and advice regarding emerging trends.
- Provides assistance to other departments as directed.
- Keeps current with advances in office technology.
- Utilizing EMIS data to ensure appropriate funding for school districts. (Assessments, Community Schools, Gifted, English Learners, Open Enrollment, Poverty Based Assistance, Preschool, Special Education, SF-6, Title I, Foster Placed Students, SF-4, Casino Students, E.M.A.D., Homeless)
- Compiling state and federal reports according to their respective requirements.
- Attend training programs to keep current with software modifications and law updates.
- Distribute and confirm Local Report Card data.
- District Administrator for ProgressBook Suite.
- Review EMIS validation reports and correct errors.
- Distribute updated information and provide staff training and support for DASL, EMIS and Registration (Ohio Law).
- Sign and approve Subsidized Lunch Program forms.
- Oversee the timely submission of reports, records, and inventories required by ODE and other agencies.
- Works closely with Registrar to ensure correct coding of new students upon enrollment.
- Setup procedure for “Tracking Secretary” in buildings for Court Placed Students.
- Maintain legal knowledge of Attendance and Tuition Laws required by the State of Ohio.
- Maintain knowledge of school policy as pertaining to registration, attendance, and legal issues regarding residency.
- Responsible for setting up/ inputting/ updating, reviewing/transferring all data including; calendar for district, security for staff, districts and building options for EMIS.
- Keeps and saves all data to District Shared Drive.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of school district.
- Refers inquiries requiring policy interpretation to administrative staff.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Performs other specific job related duties as directed.

Application Procedure:

Apply Online

The Twinsburg City School District affirms that no person shall, on the basis of race, color, national origin, sex, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspice.