



ADDENDUM TO THE AGENDA OF OCTOBER 24, 2018

Treasurer's Recommendations

- F. Motion to authorize the Treasurer to seek bids for Wastewater Treatment Plant Upgrades at Brush School.

Superintendent's Recommendations

Additions

- A. Jane Spinney Special Needs Paraprofessional, Murray Ridge Effective 10-19-18
- B. Mentors/Facilitators (11X) Step:
Josh Brunger 1 RE 3
- C. Kimberly Seekings, Elaine Barnes
- H. Dylan Eason Varsity Boys Basketball Assistant Coach Volunteer
- I. GBIA (also IGDF) Online Fundraising Campaigns/Crowd Funding
IGDF Student Fundraising Activities
GBI Staff Gifts and Solicitations
KH Public Gifts to the District
KI Public Solicitations in the Schools
IGDK Interscholastic Extracurricular Eligibility

New Motions

- O. Motion to accept the resignations of those classified employees accepting other positions in the district
Marsha Minney EMIS Coordinator Effective 10-31-18
- P. Motion to employ Marsha Minney as a Transportation Supervisor on a pro-rated 2 year contract commencing November 1, 2018 through July 30, 2020 at a Salary Index of .73/Step 0 contingent upon subsequent receipt by the Board of a report from BCI/FBI which is not inconsistent with his/her answers on the employment application and license/certificate if required.
- Q. Motion to establish the job description of EMIS Coordinator as found in Appendix D.
Mr. Haight ____; Mrs. Quintiliano ____; Mr. Wilson ____; Mrs. Winslow ____; Mr. Tomasheski ____

**MIDVIEW LOCAL SCHOOLS
BOARD OF EDUCATION
JOB DESCRIPTION**

<u>Title:</u>	EMIS Coordinator
<u>Department:</u>	EMIS
<u>Building/Facility:</u>	Midview Local Schools Central Office
<u>Reports To:</u>	Superintendent
<u>Overview:</u>	Coordinate and provide leadership in the on-going development and improvement of the EMIS program; maintain data in an effective and timely manner; monitor all district data and state fundings

Note: The below lists are not ranked in order of importance

Basic Functions:

- Stay current by attending meetings and in-services as required
- Promote positive public relations by interacting tactfully and diplomatically with staff, students, parents, and public
- Project a positive image through professional appearance, attitude, and conversation
- Serve as a role model for students by acting as a responsible, intelligent citizen
- Ensure safety of students
- Maintain respect at all times for confidential information
- Enforce and comply with all Midview Board of Education policies and procedures
- Performs all assigned duties in a complete, accurate, and timely manner
- Consult with colleagues as needed
- Assist in the maintenance of the uniform filing system for all information and other pertinent data
- Attend training and seminars to learn all aspects of EMIS and SIS systems as required
- Provide staff training as needed
- Oversee timely submission of reports, records, and inventories required by the Ohio Department of Education
- Maintain knowledge of attendance and tuition laws and stay current with policies on registration and residency as changes occur in the state.
- Assist in district registration by monitoring and helping with inputting of registration
- Maintain community school verification database
- Assist with signing and approving subsidized lunch program forms
- Ensure that all appropriate district employees have current EMIS manuals, software, information, etc.
- Enter and maintain required information in the Special Education Student Information Management System (SESIMS)
- Review and verify student records, schedules, district-wide attendance data, grade reporting, and other required information in the Student Information System (SIS)
- Handle routine correspondence independently
- Input information into, and retrieve information from computer
- Instruct staff on how to program new components of EMIS
- Set up, input, update, review and transfer all data, including, but not limited to the school district calendar and security options for the district
- Verify all SIS information, grade cards and schedules
- Operate the computer system used for EMIS
- Order needed computer supplies
- Prepare month-end and year-end reports
- Work with the Treasurer's office as required for financial reports/funding/SF14's, 14H, excess cost, etc... (may include some or all of the following as deemed appropriate by the Treasurer; (including, but not limited to assessments, community schools, gifted, LEP, open enrollment, poverty based assistance, preschool, special education, SF-6, Title 1, foster placements, SF-4, Casino students, EMAD, homeless, and SF-14)
- Run reports from the SIS and EMIS as requested
- Serve as district contact to the A-site

- Working under time constraints to meet deadlines
- Submit district EMIS reports as mandated by the State of Ohio
- Transfer necessary SIS information into EMIS
- Assist the Director of Education with daily tasks, testing information, and other important data or duties as requested

Other Duties and Responsibilities:

- Instill in students the belief in and practice of ethical principles and democratic values
- Establish and maintain cooperative professional relationships
- Interact with superintendent and/or board of education and present information as requested
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned
- Assist with secretarial duties at central office as assigned by the Superintendent

Qualifications:

- Bachelor's degree from an accredited college or university or post-secondary training is preferred
- Experience and/or training in computer applications
- High school diploma or equivalent
- Such alternative to the above as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities (including, but not limited to):

- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Ability to meet deadlines
- Ability to operate office equipment, e.g., copy machine, fax machine
- Ability to produce accurate and quality work with little supervision and high motivation
- Ability to type at least 50 wpm (preferred)
- Ability to work effectively with others
- Effective, active listening skills
- Excellent computer skills
- Excellent grammar
- Excellent public relations skills
- Organizational and problem solving skills
- Proficient in math
- Troubleshooting computer and office machines

Equipment Operation (including, but not limited to):

- Computer
- Various audio, video and computer technology equipment
- Various office machines

Additional Working Conditions (including, but not limited to):

- Occasional operation of a vehicle in inclement weather conditions, e.g. being prepared to come to work on all scheduled work days
- Occasional travel, e.g., to network computer center and professional meetings
- Frequent interruptions by staff, students, parents, and visitors to the school district
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Lift, carry, push, and pull various items up to a maximum of 10 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop