



Employment Opportunity

Ohio Mid-Eastern Regional Education Service Agency

Seeks: EMIS Support Liaison

Date Posted: July 6, 2022

Application Deadline: August 2, 2022

The OME-RESA seeks an innovative and enthusiastic individual to join the EMIS Services support team. The EMIS Support Liaison Provide direct EMIS services to OME-RESA districts that contract for this service. Coordinate, generate, and submit educational data as outlined in the EMIS Guide issued by ODE.

Desired Qualifications:

- CEP, MCEP, or Data Manager desired, or willingness to obtain
- Minimum of an Associate's Degree or High School Diploma with appropriate
- experience in an area deemed appropriate by the OME-RESA Board of Directors
- Proficient in the use of Microsoft Office, EMISr, DASL, and EXCEL
- Demonstrated ability to manage multiple tasks and priorities
- Excellent oral and written communications skills
- Excellent interpersonal communications and human relations skills
- Demonstrated ability to use technology to communicate
- A high level of professional integrity
- Strong analytical and organizational skills
- Documented evidence of a clear criminal record

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. Other duties may be assigned.

- Serve as the district's EMIS Coordinator contracted through OME-RESA.
- Monitor changes in regulations that govern the manner in which data is collected, recorded and reported.
- Attend trainings to keep current with software modifications. Distribute updated information.
- Coordinate collection and data entry process. Help resolve problems encountered by staff. Validate data, correct errors and maintain all required records.
- Assist district staff in adhering to deadlines.
- Train district staff when needed.
- Set a professional image for OME-RESA through the use of interpersonal skills, including but not limited to: courteous manners, a positive attitude, and a cooperative demeanor.
- Organize tasks and manage time effectively.

- Maintain the confidentiality of privileged information.
- Employ independent judgment, initiative, and decision-making skills.
- Use hardware and software tools to perform needed tasks.
- Perform other specific job-related duties as directed by the Student Software Support Coordinator and Executive Director.
- This successful candidate can report to the OME-RESA office in Steubenville, OH, or work from home, both with occasional travel throughout Ohio.

This full-time position includes an excellent benefits package along with a salary commensurate with education, experience, and the successful candidate's potential for excellence.

The link to the job description can be found here: https://www.omeresa.net/docs/lr_EMIS.pdf. Interested professionals should submit a cover letter and current resume by 4:00 pm on August 1, 2022, to: careers@omeresa.net

OME-RESA reserves the right to fill positions before the application deadline and to not fill or to repost the position if successful candidates are not selected. Every consideration will be given to underrepresented and nontraditional candidates. OME-RESA does not discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit-based factors.

About OME-RESA

OME-RESA is one of 18 Information Technology Centers (ITC) of the Ohio Education Computer Network (OECN) serving 50 school districts and related agencies in Eastern Ohio. The mission of OME-RESA is to support stakeholders through the delivery of innovative services.