

POSTING

LAKOTA LOCAL SCHOOL DISTRICT Human Resources Office

TO: All Support Staff Members
FROM: Human Resources
DATE: March 6, 2025

We are now accepting applications for the position of - Generalist – EMIS/Enrollment

Location: Welcome Center

Position: 8 hours per day, 5 days per week, 1 FTE

Qualifications: Data processing experience preferred
High School Diploma or equivalent
Effective communication skills, both verbal and written
Candidates for this position do not necessarily have to speak another language

Date of Employment: ASAP

Contract days: 260 Days

Salary: Beginning at a minimum of \$21.63 per hour, based on verified experience.

Application Process: Current Lakota employees may apply through **3:00 P.M., March 12, 2025.**

Following the review of all internal applicants, administration will review all applicants who have completed an on-line application at **www.lakotaonline.com** Current Lakota employees must create a user account and profile in the Butler County Area Application Consortium System to apply for these positions.

Application Deadline: Until Filled

Applicants that are offered positions shall be required to submit to an FBI/BCII criminal background check. Failure to satisfactorily pass the criminal background check based on the discretion of the Board of Education will preclude an individual from employment with the district.

LAKOTA LOCAL SCHOOL DISTRICT JOB DESCRIPTION

Position: Generalist – EMIS/Enrollment

Department: Treasurer's Department

Reports to: Director – EMIS Data Compliance & Accountability

Hours: 8 hours per day; 5 days per week

Contract: 260 Days

SUMMARY:

Provides accurate and consistent information to families and responds to inquiries regarding enrollment in the district. Enroll new students to the district, process address changes, and validate withdrawals. Conducts student data validation, performs data updates and EMIS reporting corrections, and provides information to schools and parents.

MINIMUM EDUCATION:

High School diploma. Preferred Bilingual but not required.

EXPERIENCE:

- Experience with Microsoft Office products including Word, Excel, and Outlook.
- Experience with Google Drive and OneNote
- Experience with Powerschool software preferred; eSchool Plus Student Information System.
- Experience with central registration, Ohio school law, and the implementation of enrollment policies and procedures preferred.
- Ability to multitask and prioritize workload to meet periods of peak demand.
- Ability to collaborate with others and handle confidential matters.
- Must have a solid understanding of the underlying relationship between data collection process and data retention.
- Excellent communication skills with a demonstrated ability to handle challenging situations in a professional and calm manner.
- Self-motivated, self-directed and able to follow process documents.

RESPONSIBILITIES:

- Ability to multitask and prioritize workload to meet periods of peak demand.
- Ability to collaborate with others and handle confidential matters.
- Must have a solid understanding of the underlying relationship between data collection process and data retention.
- Working with ESL families for enrollment.
- Enrolling new students to the district.
- Accuracy and completeness of coding new student information with appropriate EMIS codes.
- Maintaining student information – special education, district of residence, birth city, English proficiency, court placement, immigrant status, custody, school, telephone number, address, residential codes.
- Follow-up on enrollment issues – custody situations, residence affidavits, grandparent's affidavits, home schooled students, record requests, and change of address.
- Send records requests to students' previous schools upon enrollment.
- Communicate with other districts and organizations, as needed.
- Coordinate with district schools regarding residency concerns and any other inaccurate information for current students.
- Enter appropriate coding for open enrolled and court placed students.
- Enter appropriate coding for homeless and foster placed students
- Responsible for verifying students attending community schools via the SOES system in ODDEX.
- Verify and address conflict issues in the ODDEX – SCR Application.
- Verify and address conflict issues in ODDEX – Tuition Application.
- Responsible for enrolling and scheduling Summer School students.
- Responsible for coding JVS and College Credit Plus student data.

- Responsible for tracking and coding JPS and Autism Scholarship students.
- Responsible for coding, Immigrant, and ESL data.
- Update and keep current process documents.
- Answer phone calls for the district.
- Answers building coding and procedure questions through an email helpdesk
- Answer public inquiries through an email helpdesk
- All other duties as assigned.

EMPLOYMENT REQUIREMENTS:

- Work is performed in a school/office environment.
- Ability to lift up to 50 lbs.
- Valid driver's license required.
- Sit for long periods of time
- Able to work during peak periods during July and August
- Bending, Lifting, Twisting and repetitive motion required.