

### SECTION I: GENERAL INFORMATION

<b>Classification Title:</b> MARSS Coordinator	<b>Department:</b> Business Services	<b>Unit:</b> Office Professionals
<b>Immediate Supervisor:</b> Director of Business Services	<b>Grade Placement:</b>	<b>FLSA Status:</b> Non-exempt
<p><b>Job Summary:</b></p> <p>Under the direction of the Director of Business Services, the MARSS Coordinator is responsible coordinating, overseeing and providing technical resource and assistance to staff in updating, maintaining and providing security over the District’s student information system and reporting of student information to the MN Department of Education for educational funding</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees the maintenance and database of the student information system (SIS) utilized for MARSS reporting to the MN Department of Education.
  - Analyzes reports for MDE to correct state edit reports.
  - Collaborates and works with building personnel and staff in determining corrections and to resolve discrepancies.
  - Determines proper state codes as determined by MDE for accurate and effective state reporting of student information.
2. Serves as a technical resource to district personnel responsible for entering student data such as enrollments, withdrawals and census changes into the SIS system.
  - Provides support for all end users and troubleshoots problems and determines how to resolve technical issues..
  - Conducts user meetings and trainings.
  - Recommends procedures and revisions to operating procedures associated with student information reporting.
  - Coordinates the collection, retention and storage of records for auditing purposes.
3. Oversees the integrity and ongoing security of the district’s SIS database.
  - Monitors staff compliance with established policies, procedures and protocols.
  - Monitors all SIS modules to determine proper procedures for each.
4. Produces local and state reports for district administrators, finance or others, as needed.
  - Assists administrators and special service groups in implementing procedures.
  - Generates state reports to MDE.
5. Serves as a liaison between district personnel and SIS vendor and the MDE. Determines which issues need to be submitted and which concerns can be addressed in-house. Attends MDE and vendor meetings, user group meetings, classes and training sessions.
6. Performs other duties of a comparable level or type, as required.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>				
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.) AA Degree		
less than high school diploma		<b>Major field of study or degree emphasis:</b>		
High school diploma or GED.				
1 year college	x			2 years college
3 years college				4 years college
1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of general office procedures and practices.</li> <li>• Knowledge and skilled in office etiquette and customer service procedures and routines.</li> <li>• Knowledge of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems.</li> <li>• Fundamentals of computer operation and use.</li> <li>• Familiarity with general office productivity software (i.e. word processing, spreadsheet, presentational software, email programs, etc.)</li> <li>• District policies and procedures.</li> <li>• General office equipment, e.g., copiers, facsimiles and phones</li> <li>• Basic mathematics and bookkeeping.</li> <li>• Phone etiquette and customer relations</li> <li>• Knowledge of student accounting, informational systems and specialized programs used in recording and maintaining student information and records.</li> <li>• MDE requirements, coding, and procedures associated with reporting student information for educational funding.</li> </ul>		
2nd year graduate level				
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of 3 year related administrative support experience.				
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> MN Driver’s License or evidence of equivalent mobility.		
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Applying and using word processing applications, spreadsheet applications and database applications.</li> <li>• Applying department and/or building specific procedures, policies, operational routines pertaining to assigned areas of responsibility.</li> <li>• Organizing, planning and making arrangements for conferences, conferences, training sessions, staff meetings and the like concerning SIS training, updates, changing operational requirements.</li> <li>• Training and coordinating operational procedures associated with the proper entry of student information</li> <li>• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.</li> </ul>		



	<ul style="list-style-type: none"> <li>• Implementing and maintaining security, storage and integrity of student information and data.</li> <li>• Prioritizing job assignments and performing work assignments requiring attention to detail, precision and accuracy.</li> <li>• Applying specialized district software applications used in the maintenance of department/building files and record and in creating and modifying forms and procedures.</li> <li>• Troubleshooting student information input, entry and corrections to state edit or error reports.</li> </ul>
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**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

<u>Physical Activities</u>	Amount of Time Spent				<u>Lifting/Forcing Exerting</u>	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		x			Up to 10 lbs		x		
Walk		x			Up to 25 lbs	x			
Sit				x	Up to 50 lbs	x			
Use hands to finger, handle or feel		x			Up to 100 lbs	x			
Reach with hands and arms		x			Over 100 lbs.	x			
Climb or balance	x								
Stoop, kneel, crouch or crawl	x								
Talk or hear				x					
Taste or smell	x								

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Sedentary Work:**

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**HAZARDOUS WORKING CONDITIONS**

**Unusual or hazardous working conditions related to performance of duties:**  
Duties are performed in a typical school district office setting. There are minimal environmental hazards and risks associated with the nature of the work.



**SECTION IV: DISTRICT MISSION AND CORE VALUES**

<p><b>OUR MISSION</b></p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p><b>CORE VALUES</b></p>	<p><b>We believe that:</b></p> <ul style="list-style-type: none"> <li>• Trust and respect are fundamental for thriving relationships.</li> <li>• Our community flourishes when individuals, families and organizations collaborate.</li> <li>• Every person matters and has value.</li> <li>• Responsibility and accountability are essential for personal growth, organizational improvement and community engagement.</li> <li>• Commitment to high expectations is essential to help achieve full individual and collective potential.</li> </ul>
<p><b>MISSION OUTCOMES</b></p>	<p><b>By 2020, all students will...</b></p> <ul style="list-style-type: none"> <li>• Develop a personalized education path they can articulate and use to progress toward their evolving dreams.</li> <li>• Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.</li> </ul>
<p><b>STRATEGIES</b></p>	<p><b>We will...</b></p> <ul style="list-style-type: none"> <li>• Ensure that every employee understands, supports and promotes our core values and mission.</li> <li>• Build trust and facilitate engagement with all ISD 15 stakeholders.</li> <li>• Align and support all educational programs and services to achieve our mission and mission outcomes.</li> </ul>
<p><b>STRATEGIC DELIMITERS</b></p>	<p><b>We will NOT...</b></p> <ul style="list-style-type: none"> <li>• Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources</li> <li>• Make decisions without the use of relevant data provided by the appropriate personnel.</li> <li>• Allow past experiences to interfere with the consideration of new ideas.</li> </ul>

**SECTION V: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**
**Date**

**Classification History:**  
 Created classification description 6/2016 BCC

