



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Administrative Assistant - MARSS	Department: Finance & Operations
Immediate Supervisor's Position Title: Director of Finance & Operations	FLSA Status: Non-Exempt Classification Level: Administrative Assistant III/Grade 13
Job Summary: Under the direction of the Director of Finance & Operations, the Administrative Assistant - MARSS is responsible for coordinating and implementing the collection, entry, integrity, accuracy, compilation and reporting of student information across the district for various MARSS reports including local, state and/or federal reports or requests for student information. This position is also responsible for reconciling and implementing coursework measures related to student performance for Minnesota Common Course Catalog. Essential duties outlined below are intended as “ <i>representative</i> ” or “ <i>illustrative</i> ” 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.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees, compiles, updates and maintains student registration data.
 - a) Adds new students and withdraws current students.
 - b) Updates and maintains family information, addresses, contact phone numbers, family members, etc.
 - c) Processes portal requests and permissions (i.e. field trips, internet, military, electronic documents).
 - d) Assigns State identification numbers for new students attending the District.
 - e) Assigns State identification numbers for preschool screening and for early learning scholarships.
- Coordinates the collection, recording and reporting of Minnesota MARSS data for all District students.
 - a) Coordinates the collection and recording of MARSS elements throughout the student registration process.
 - b) Recommends and directs procedures for the collection and recording of special education data for the annual child count.
 - c) Collects transportation codes and enters them for all students.
 - d) Collects Title I, gifted and talented, Special Education, ESL, and Homeless information for recording.
 - e) Serves as a resource to staff and faculty regarding questions, treatment or issues pertaining to student information, discrepancies, and registration/enrollment/withdrawal.
 - f) Extracts data from the District’s student management system and processes local edit program to determine errors.



- Corrects local errors/discrepancies and reprocesses data.
 - g) Clarifies concerns and issues with the MN Department of Education concerning student information and reporting issues or questions.
 - h) Maintains a record of MARSS submission timelines and submits MARSS reports in accordance with mandates.
- Builds calendars in the student database.
 - a) Collaborates with building principals and counselors ensure correct assignment codes on courses align with the correct standards for each course. Submits reports in Infinite Campus for the MN Common Course Catalog.
 - b) Corrects errors and reprocesses data to ensure the integrity and accuracy of the data.
 - c) Submits clean reports in Infinite Campus for the Minnesota Common Course Catalog.
- Attends various state and regional trainings or meetings provided by MDE pertaining to Carl Perkins, MARSS and/or MN Common Course Catalog reporting processes, procedures, changes, updates or requirements.
- Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, district in-services or staff meetings.
 - b) Assists in special projects, as appropriate.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<p>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</p>	
<p>Minimum Educational and Experience:</p> <p>Requires a minimum of a 1 year additional training beyond high school and 3 years related administrative support, clerical and secretarial experience or an equivalent combination of education and experience sufficient to perform the essential duties of the job.</p>	
<p>LICENSE/ CERTIFICATION</p>	<p>Identify licenses/certification required upon hiring:</p> <p>None</p>
<p>ESSENTIAL KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE WORK</p>	<p>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</p> <ul style="list-style-type: none"> • Knowledge of general office procedures and practices. • Knowledge of administrative support fundamentals and recordkeeping processes of the district pertaining to MARSS reporting or MN Common Course Catalog reporting. • Knowledge of the various departmental functions, district organization, and student data needs and student reporting requirements and timelines. • Knowledge of governmental reporting requirements, guidelines, regulations and procedures associated with the reporting of student information or other state/federal reports related to student information.



- Knowledge of the functions, capabilities, and applications associated with student information systems and the district's Infinite Campus System or other specialized/custom applications used by the district of relevance.

Skilled in:

- Communication skills to collaborate with all levels of district staff in the planning, integration, verification and support of technology and compilation of student information throughout the district with respect to MARSS reporting and related student data activities.
- Basic business math.
- Extracting and preparing ad hoc reports requested by district administrators pertaining to requests for student information.
- Operating and using computers, specialized district software/applications (i.e. Infinite Campus, Skyward, etc.), and general business productivity applications (i.e. word processing, spreadsheet, email, internet browsers, etc.).
- Providing user support to district users of the student information system concerning system requirements, input needs, data entry requirements, and reporting requirements/guidelines.
- Providing district wide coordination in the entry and compiling of student information and in the generation of student reporting within the district and to other governmental agencies.
- Prioritizing work to meet deadlines.
- Organizational and time management skills.
- Performing duties requiring significant attention to detail, accuracy and precision.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

<u>Physical Activities</u>	<u>Amount of Time Spent</u>				<u>Lifting/Forcing Exerting</u>	<u>Amount of Time Spent</u>			
	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 25 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: *The essential duties of the work are performed under various physical hazards or environmental conditions noted*

Unusual or hazardous working conditions related to performance of duties:

This position performs job duties and assignments in a typical district office environment where there are a minimum of environmental hazards and risks associated with performing the job.



