

JOB DESCRIPTION

JOB TITLE

District Student Data and Enrollment Coordinator

POSITION LEVEL

District Coordinator

FTE/HOUR ALLOTMENT

1.0 FTE

REPORTING STRUCTURE

Reports to: Executive Director

Supervises: N/A

MISSION ALIGNMENT

Our Mission: To grow environmentally literate, community-impacting learners of excellence.

Our Vision: CCS strives to be a school where students build meaningful connections with each other, the community, and the environment through exceptional and relevant learning experiences.

DEPARTMENT/PROGRAM

District-wide position supporting both Online Learning Program and Seat-Based Program

JOB SUMMARY/PURPOSE

The District Student Data and Enrollment Coordinator serves as the primary liaison between Crosslake Community School and the Minnesota Department of Education for all student data reporting, enrollment functions, and routine compliance reporting. This position ensures accurate and timely submission of student data through MARSS and Ed-Fi platforms, manages

comprehensive enrollment processes for both online and seat-based programs, and handles routine compliance reporting in coordination with HR/Business Manager oversight. The coordinator plays a critical role in maintaining compliance with state reporting requirements and providing seamless enrollment experiences for families seeking quality environmental education.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

This position supports our strategic directions and contributes to creating positive daily experiences by:

For Students:

- Supporting students to feel appreciated, understood, cared for, and included through accurate record-keeping and smooth enrollment processes
- Providing relevant, engaging learning opportunities aligned with student interests by ensuring proper program placement and data tracking

For Staff & Community:

- Supporting the overall operations and systems of the school through reliable data management, compliance reporting, and enrollment coordination
- Ensuring effective communication with families and community members during enrollment and data collection processes

ESSENTIAL DUTIES AND RESPONSIBILITIES

MARSS and Ed-Fi Data Management

- Manage all aspects of Minnesota Automated Reporting Student System (MARSS) data collection, validation, and submission to meet state deadlines
- Oversee Ed-Fi data submission processes, including syncing disaggregated student-level data from Student Information Systems directly to MDE servers
- Coordinate with Student Information System vendors to ensure proper data mapping and certification requirements
- Generate, analyze, and resolve MARSS error reports and cross-district data conflicts
- Ensure accurate student records for attendance, membership, transportation, special education, and free/reduced lunch programs

- Ensure compliance with all state and federal student data reporting requirements and adjust internal processes accordingly

Routine Compliance Reporting and Coordination

- Manage routine compliance reporting and data submissions in coordination with HR/Business Manager oversight
 - Prepare and submit routine state and federal compliance reports including transportation reports, enrollment data, and student demographic reporting
 - Coordinate with HR/Business Manager on complex compliance issues requiring policy or legal expertise
 - Assist with preparation of materials for Annual Report/World's Best Workforce reporting
 - Ensure timely submission of routine compliance documentation and maintain compliance calendars
 - Provide data analysis and reporting to support HR/Business Manager in grant applications and compliance oversight

Enrollment Coordination

- Serve as the primary point of contact for district enrollment inquiries from families, community members, and other school districts
- Process all new student enrollments and withdrawals for the online program
- Support online coordination of annual kindergarten registration and enrollment events
- Manage open enrollment applications and inter-district transfer requests
- Develop and implement enrollment procedures that comply with state and district requirements
- Support enrollment projections and capacity planning for both programs

Data Systems and Technology

- Collaborate with IT staff and SIS vendors to maintain data integrity and system functionality
- Train school-level administrative staff on MARSS procedures and data entry requirements
- Provide technical support for student information system users across both programs
- Maintain documentation of all data collection and reporting procedures

- Coordinate with District IT Manager on data system security and compliance requirements

Compliance Communication and Coordination

- Attend required MARSS coordinator meetings and professional development sessions
- Communicate with other Minnesota school districts to resolve student data discrepancies
- Coordinate with HR/Business Manager on employee data requirements for state reporting
- Collaborate with school-level directors and administrative assistants to ensure accurate data collection
- Prepare routine compliance reports and documentation for state submissions
- Support HR/Business Manager during state audits and compliance reviews

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

Respect: Treating all families with dignity and cultural sensitivity during enrollment processes, ensuring every student feels welcomed regardless of background

Excellence: Maintaining the highest standards of data accuracy, compliance reporting, and enrollment coordination while continuously improving systems and processes

Learning: Staying current with evolving state requirements, Ed-Fi standards, and best practices in student data management and compliance reporting

Integrity: Ensuring confidentiality and security of student data while maintaining transparent and honest communication with all stakeholders about compliance requirements

Community: Building positive relationships with families, staff, and external partners to support student success and school operations through reliable data and enrollment services

REQUIRED QUALIFICATIONS

Education

- Bachelor's degree in Education, Business Administration, Data Management, or related field required
- Associate's degree with 3+ years of relevant experience in student data management or school operations may be considered

Experience

- Minimum 2 years experience with student information systems and data management
- Experience with MARSS reporting or similar state data collection systems preferred
- Experience with compliance reporting and state/federal educational requirements preferred
- Background in customer service and working with diverse populations
- Experience in educational settings strongly preferred

Knowledge/Skills

- Proficiency with Student Information Systems (PowerSchool, Infinite Campus, JMC, or similar)
- Advanced Excel skills and database management experience
- Understanding of Minnesota education statutes and compliance requirements
- Knowledge of routine compliance reporting procedures and deadlines
- Strong analytical and problem-solving abilities
- Excellent written and verbal communication skills
- Attention to detail and ability to work with complex data sets

Personal Attributes

- Commitment to environmental education and community impact
- Excellent communication and relationship-building skills
- Ability to maintain confidentiality and handle sensitive information
- Strong organizational skills and ability to manage multiple deadlines
- Patience and empathy when working with families during enrollment processes
- Detail-oriented approach to compliance reporting and data management

PREFERRED QUALIFICATIONS

- Previous experience as a MARSS coordinator or similar state reporting role

- Ed-Fi certification or training
- Bilingual capabilities (Spanish preferred)
- Experience with both online and traditional educational programs
- Background in charter school operations
- Project management experience
- Knowledge of special education data reporting and compliance

WORKING CONDITIONS

- Hybrid position with occasional travel to MDE meetings and training sessions
- Standard business hours with flexibility during peak enrollment and reporting periods
- Occasional evening or weekend work during enrollment events or deadline periods
- Extended computer use for data entry and analysis
- Regular interaction with families, staff, and external agencies via phone, email, and meetings
- Coordination with HR/Business Manager on compliance oversight and complex reporting issues

TERMS OF EMPLOYMENT

Employment Agreement: 12-month position (185 school calendar days + 120 summer hours)

Schedule: 8 hours per day; standard business hours 7:30 AM to 4:00 PM with flexibility as needed for peak enrollment and reporting periods

Position Type: Hybrid with quarterly on-site presence required

Technology Requirements: Must maintain and regularly update Google Calendar as the school operates on Google Workspace platform

Meeting Requirements: Must attend all required weekly meetings including staff meetings, MARSS coordinator meetings, and professional development sessions

Coverage Requirements: Must establish clear communication protocols with school-level administrative staff and HR/Business Manager during any planned absences

Salary Range: \$_____ annually, depending on qualifications and experience
(commensurate with expanded compliance responsibilities)

Benefits: Comprehensive benefits package including health insurance, retirement contributions, and paid time off

APPLICATION PROCESS

If interested, please send a resume and letter of interest to hiring@crosslakekids.org.

DISCLAIMER

This position description accurately reflects the primary duties, responsibilities, and requirements of the role. It does not exclude other assigned duties not mentioned above. Crosslake Community School is an equal opportunity employer committed to building an inclusive community of educators and staff.

Board Approved Date: _____