

Student Information & Services Coordinator

Dept/Div: *District-wide*

FLSA Status: *Exempt*

General Definition of Work

The Student Information & Services Coordinator is responsible for confirming, reviewing, verifying, correcting, and submitting accurate and complete student data for MARSS reporting to the State of MN and for other state or federal reports to obtain proper funding. The coordinator acts as the liaison between the district and state representatives for clearing up data inconsistencies as well as related work apparent or assigned. In addition, the position will serve as a data analyst preparing reports for multiple district departments. Coordinates and manages district enrollment processes and data. Manages enrollment office operations. Work is performed under the limited supervision of the business manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Sends and retrieves student electronic information to the state of Minnesota using the state and federal government guidelines.
- Defines MARSS Protocols and work with representatives of the state and other districts to resolve issues relating to student enrollment data. Is the Districts primary point of contacts and technical expert for end user support and training on MARSS.
- Ensures the implementation of internal and external procedures are in place to ensure all student data and state mandated coding is input in an accurate and timely manner. Keeps state informed of school names changes, principal changes, address changed or school openings and closings.
- Maintains contact with other MN school districts to ensure MARSS data is current and correct; submits error free data to the State in order to obtain accurate district reports.
- Monitors the quality of the district's student records prior to submission to the state by auditing internal error reports; corrects errors in the district system to ensure accurate reporting; identifies data problems and how they might be fixed now and in the future; determines priorities on which errors must be corrected first to ensure district receives maximum funding.
- Extract data for analysis and reporting for multiple departments including but not limited to: the school board, finance, food service, transportation, student health, and special services.
- Maintains current knowledge of state laws, rules and procedures related to reporting of student information and provides training and support to other district staff on these subjects.
- Represents district interests and attends Student Information and Services Coordinator meetings.
- Reviews information and updates from user group meetings and determines how and when to disseminate to relevant staff
- Serves as the district technical support liaison for student data management system.
- Provides work direction and training for building clerical support staff on MARSS and student information systems

- Creates, updates, and manages student enrollment records. Ensures accurate student enrollment data including non-public and open enrollment.
- Manages accounts, rights, and access to electronic enrollment system.
- Serves as Central Enrollment; assists families with electronic and paper-based enrollment.
- Communicate student enrollment information to Health, Nutritional Services, Transportation, Special Education, MARSS and buildings.
- Facilitate data entry and accurate record keeping for the following programs: Compensatory, Homeless, Carl Perkins, Indian Education, Title, ELL, PSEO, Open Enrollment, Gifted & Talented, Extended Time, Sparsity, Achievement and Integration, Safe Schools.
- Collect, maintain, and submit data for other State and Federal reporting, including but not limited to Minnesota Common Course Catalogue (MCCC), MDE Site Verification and maintenance, Carl Perkins reporting, and Civil Rights Data Collection.
- Act as the district's contact with the MDE for MARSS/Ed-Fi reporting.
- Produce and distribute monthly enrollment counts.
- Reviews databases and MARSS data files and reports for data integrity and accuracy. Creates and maintains hierarchy of user access groups in student management programs.
- Determines appropriate access level for staff accounts. Creates and maintains staff accounts in student management programs. Maintains personnel data in student management programs.
- Supports the annual audit in partnership with the Business Manager. Assists with data visualization and business analytics of student information.
- Assists the Business Manager with special projects as requested.
- Other duties as assigned.

Knowledge, Skills and Abilities

Required:

Computer expertise in databases and spreadsheets, accounting skills, data entry skills, written and oral communication skills, confidentiality, and ability to work independently. Advanced knowledge of Microsoft Word and Excel.

Preferred:

Time management skills: ability to plan, organize and complete multiple priorities and activities. Good public relations skills. Knowledge of State law and MDE procedures.

Education and Experience

Bachelor's degree, two-year accounting degree or related course work/degree pertaining to office or

business administration preferred. Three years of successful experience within a public student accounting department ~~required~~ preferred, with MARSS coordination experience. Three years of successful experience as a MARSS coordinator preferred.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires walking, pushing or pulling and lifting; work requires close vision, distance vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Valid driver's license in the State of Minnesota.

Last Revised: 5-16-22