

## POSITION DESCRIPTION

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Management Information Systems Assistant	<b>Department:</b> Teaching, Learning and Equity
<b>Immediate Supervisor's Position Title:</b> Coordinator Adult Learning Center - ABE	<b>FLSA Status</b> Non-Exempt
<b>Pay Grade Assignment:</b>	<b>Bargaining Unit:</b> Paraprofessional Unit
<b>General Summary of Purpose Of Job:</b>  The MISA (Management Information Systems Assistant) Paraprofessional is responsible for the comprehensive management of data within the Minnesota ABE Student Information Database (SID) to meet state and federal Adult Basic Education reporting mandates and ensure optimal fiscal reimbursement and program compliance. This role also encompasses managing student registration and assessment processes, overseeing essential office operations, providing key communication and support functions, and contributing to the overall effectiveness of the Duluth Adult Basic Education program.	

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

<b>Duty No.</b>	<b>Essential Duties: (These duties are a representative sample; position assignments may vary.)</b>
1.	Manage and maintain all ABE student records using the SID (MN ABE Student Information Database), including, data entry, alterations, additions and corrections; Create and maintain the SID structure for all program classes, employees, attendance and reporting. Ensure data accuracy, analyze, assess, and report data for optimal ABE fiscal reimbursement and compliance. Manage all staff and volunteer information in SID; prepare reports, and assist instructional staff with reports as needed. Manage physical program records and assist in the preparation of all required federal, state, and local reports. Develop and maintain efficient data collection processes.
2.	Manage all data related to required student assessments according to state and federal procedures, including monitoring attendance and pre-test level to determine post-test scheduling for each student across all programs; Score assessments, evaluate results to determine the need for further assessment; and coordinate the set up all required assessments with instructor. Maintain current knowledge of state testing requirements and professional development.
3.	Develop and maintain forms and procedures for data collection, including enrollment forms, attendance spreadsheets, testing records, etc.
4.	Prepare accurate and timely quarterly reports, assist with reporting for the Federal Report, and any final annual reporting for SID and for the MN Department of Education, which are critical for program approval and funding.
5.	Provide accurate information and reports about ABE programs to students, agency staff and the public Prepare individual student attendance and progress reports, verify graduations and send transcripts as requested.
6.	Performs a variety of routine clerical, administrative, and customer service duties to ensure the efficient operation of the office. Serves as the first point of contact for all visitors and inquiries, directing guests and monitoring testing rooms, answering phones, and managing the program's email inbox. Responsibilities also include handling all incoming and outgoing mail and deliveries, maintaining organized records by filing and recording information, and serving as the contact for building maintenance issues. Additionally, this role provides basic technical support for office equipment and the phone system and is responsible for opening and closing the office area daily.

7.	Act as a key point of contact for providing information about all ABE programming as well as any/all information on the GED program to all stakeholders. Manage the DAE website content and support community outreach and partner networking efforts.
8.	Assist with staff onboarding and maintain staff files. Contribute to broader program development initiatives.
9.	Performs other duties as requested by supervisor, or to meet new requirements of the MN Dept. of Education/Adult Basic Education office.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:</b>	
X	<b>High school diploma or GED.</b>
	<b>Degree Required:</b>
X	<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of a two-year certificate from a college of technical program in data management or student/human services, or an Associate's Degree and one (1) year of office management <b>experience</b> , OR a combination of education and experience totaling (3) years.
	<b>Required Supervisory Experience:</b>

<b>PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:</b>
None required.

<b>LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:</b>
None required.

<b>ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK</b>
<p>Knowledge</p> <ul style="list-style-type: none"> <li>• Strong working knowledge of database systems, especially student databases, and spreadsheets.</li> <li>• Thorough understanding of privacy in education for adults, ROI's, and general office standards of privacy regarding in-person communication, emails, and the phone.</li> <li>• Knowledge of student assessment instruments and protocols.</li> <li>• Working knowledge of Google Workplace/Products as well as Microsoft Suites..</li> <li>• Understanding of phone system operation, including transfers and messaging</li> </ul> <p>Skills</p> <ul style="list-style-type: none"> <li>• Exceptional accuracy and attention to detail in all work.</li> <li>• Strong oral communication skills with the public, staff, and external agencies, including a memorable and fluid phone presence with correct information, patience, and understanding.</li> <li>• The general use of desktop computers and Microsoft office products for the creation and maintenance of forms and records.</li> <li>• Oral communication with the public, from walk-in applicants to agency staff and state officials</li> </ul> <p>Abilities</p> <ul style="list-style-type: none"> <li>• Create written communication and send relevant correspondence.</li> <li>• Consistently perform professional written correspondence and communication through emails, signage, and any</li> </ul>

created documents

- Register and assess students with enrollment processes, obtaining the required information for various reports.
- Gain cooperation in working with other staff to complete student assessments and reporting
- Manage multiple tasks efficiently while maintaining a positive and professional demeanor under pressure.
- Work independently and autonomously.
- Perform basic financial recordkeeping and billing functions.
- Meet scheduled timelines (daily, monthly, quarterly, yearly).
- Maintain confidentiality regarding all student, staff, and program information and records.

**PHYSICAL REQUIREMENTS:** Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms		√		
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear			√	
Taste and smell	√			
<b>Lift &amp; Carry:</b>				
Up to 10 lbs.		√		
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
<b>Vision Requirements:</b>	<b>Yes</b>	<b>No</b>		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		

**General Environmental Conditions:**

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.

**General Physical Conditions:**

**Work can be generally characterized as:**

**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.

**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:**

N/A

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

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

\_\_\_\_\_  
Signature – Human Resources

\_\_\_\_\_  
Date

**Job Classification History:**

Prepared by TS 5/2025

Board Approval:

Reviewed/updated:

Reviewed/updated: