



Crosslake Community Schools  
35808 County Road 66  
Crosslake MN 56442  
218-692-4769

## Crosslake Community Schools Job Description

### Position:

State Reporting Coordinator (up to 20 hours/week)

### Location:

Remote - Work Online  
Crosslake Community Schools  
Crosslake Minnesota

### Immediate Supervisor:

Director of Seat-Based Learning and Director of Online Learning

### Position Summary:

This multifaceted position works in close partnership with the HR/Business Manager, online and seat-based Administrative Assistants, Special Ed Coordinators and the CCS Directors. Responsibilities include but are not limited to MARSS and Ed-Fi coordination.

### Essential Duties and Responsibilities:

- Assist HR/Business Manager and Directors with state reporting and grant applications: Title I, II, IV, ESSER, online supplemental reports, PSEO report, transportation report, lease aid, CRDC, PEPT if applicable (pandemic electronic benefit transfer), MARSS and Ed-Fi
- Administrator of JMC student information system, full knowledge of JMC MARSS tabs and student data
- Submit all reports in a timely manner, track all data and provide relevant reports to staff
- Attend training and be knowledgeable of the MARSS to Ed-Fi merger
- 100% comfortable and work towards full understanding of all state reporting responsibilities
- Enter, document, update and edit all state reporting information in JMC and Excel spreadsheets
- Work with online and seat-based administrative assistants and Special Ed Coordinator to ensure proper handling of all student records and information, including all new students and entries in JMC and file folders
- Maintains confidentiality and data privacy
- Attend staff meetings
- This list is not all-inclusive and any other task or job may be assigned in the future.

### Qualifications:

- Experience with office management
- Extremely strong organizational and time management skills; attention to detail
- Excellent people skills, self starter
- Has the ability to work with frequent interruptions and adapt to changing circumstances
- Works within the procedures and systems in the school community
- Previous MARSS experience strongly preferred
- AA or BS Degree Preferred
- Strong command of computer skills and applications: Google Suite, Microsoft Office, Adobe, etc. Ability to learn JMC Student Software and various school reporting softwares

**Compensation:**

Hourly starting at \$21 per hour.

**Benefits:**

Current benefit package will be discussed during interview process.

**Work Schedule and Agreement:**

- Hourly - up to 20 hours per week
- Hours during the day should include but are not limited to being available during typical school day time per day: 8 general business hours are 7:30 a.m. to 4 p.m.

**Frequency Chart:**

Required to:	Never 0% of time	Occasionally 1-33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Stand		X		
Walk		X		
Sit			X	
Use hands			X	
Reach (hands/arms)		X		
Climb/Balance		X		
Kneel/Crouch/Crawl		X		
Talk			X	
Hear			X	
Taste/Smell		X		
Lift Up to 10 lbs		X		
Lift Up to 25 lbs		X		
Lift Up to 50 lbs	X			
Lift Up to 75 lbs	X			
Lift More than 75 lbs	X			

**Board Approved:**