

BEMIDJI AREA SCHOOLS

POSITION JOB DESCRIPTION

ORIGINATION DATE 9/18/1986

LAST REVISION DATE 10/2008

BAND & GRADE B 2 1 4

POSITION TITLE Registration/MARSS Reporting Secretary

IMMEDIATE SUPERVISOR Coordinator of System Technology

Job Summary (Basic Purpose of Position)

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

Responsible for the integrity and accuracy of student data entered into the student management system as it relates to State of Minnesota MARSS reporting, including both public and confidential data. Registers all students entering the school district. Responsible for the creation of a variety of reports relating to student data. Acts as technical support and training contact for building secretaries utilizing the student management system. Receives annual training on both the student management system and State of Minnesota MARSS reporting regulations to ensure familiarity with programming changes and State laws.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.0 NEW STUDENT REGISTRATION 1.01 Register new students a. Greet new families to District 31 b. Provide registration forms and assist in completion c. Determine school attendance area and inform new students/families d. Mail release of record forms to appropriate schools e. Add new students to Skyward system.	A1 A1 A1 A1	10%		Knowledge of: 1. Macintosh operating system 2. Windows operating system 3. Internet applications 4. PC and Macintosh printers and peripherals 5. MARSS reports and numbers. 6. State codes. 7. Forms 8. Percentage enrolled. 9. Promote	1.01 a. New families were welcomed and questions answered. b. Required forms were completed by parent/guardian appropriately. c. Student address was located on map and proper school designated. d. Release of record forms were mailed to appropriate school. e. Information added was accurate and promptly entered on Skyward

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	---	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

<p>1.02 Maintain current and accurate student information on student management system by completing all necessary changes to include: Address Change Head of Household information School Area Township/Section Telephone Numbers Emergency Numbers Transfer of Students within districts Open Enrollment</p>	A1			<p>10. Retainers 11. Registrations 12. Office equipment 13. Telephone procedures. 14. District Layout</p> <p>Ability to:</p> <p>1. Deal with parents, students and other staff. 2. Communicate clearly 3. Organize 4. Plan 5. Handle MARSS problems promptly and efficiently</p>	<p>system.</p> <p>1.02 All student information was recorded accurately and in a timely fashion.</p>
<p>1.03 Provide Information to Route Scheduler for determining proper bus route scheduling</p>	A1			<p>6. Work under pressure, stress and meet deadlines.</p> <p>Skill in:</p> <p>1. Operating Skyward Student Computer System 2. Operating office equipment</p>	<p>1.03 New student registrations and all changes to student information regarding address changes were promptly provided to route scheduler for determination of proper bus route.</p>
<p>1.04 Determine open enrollment eligibility for non-resident students. a. Keep accurate totals for students open enrolled in and out of the district b. Notify parents moving out of the district regarding options and necessary paperwork. c. Provide notification of acceptance or denial of open enrollment requests. d. Keep up to date on open enrollment laws and regulations.</p>	A1				<p>1.04 Open enrollment eligibility was correctly determined and communicated to non-resident student</p>
<p>1.05 Enter immunization data for AEC and Virtual Academy</p>	A1				<p>1.05 Immunization information was accurately entered for AEC and Virtual School students.</p>
<p>2.00 MARSS REPORTING 2.01 MARSS ELEMENTS a. Coordinate the collection, recording and</p>	B2	80%			<p>2.01 a. MARSS elements were accurately</p>

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	--	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

reporting of State of Minnesota MARSS data for all District students.					maintained.
b. Manage the collection and recording of MARSS elements throughout the student registration process.	B2				b. Training sessions were attended and knowledge of current regulations can be demonstrated.
c. Recommend and manage procedures for the collection and recording of special education enrollment data for annual child count.	B2				
d. Manage the recording and reporting of MARSS elements to ensure accurate receipt of state and federal funding.	B2				
e. Attend available training opportunities to maintain working knowledge of MARSS requirement.	NB				
2.02 MARSS Data Submission	A1				2.02
a. Maintain a record of MARSS submission timelines.					a. Record of submission timelines is available upon request.
b. Extract data from student management system and process through local edit program to determine errors.					b. Data was properly extracted and processed with current local edit program.
c. Correct local errors and reprocess data.					c. Local errors were corrected when possible and data re-submitted.
d. Submit reports to State of Minnesota by State mandated deadlines.					d. Data submitted to the State on or before designated timeline.
3.00 MAINTAIN CONFIDENTIALITY	A1				3.01 Homeless status accurately recorded and confidentiality maintained.
3.01 Determine homeless status of enrolling families and direct them to homeless social worker.					3.02 Child protection or social services properly contacted when necessary and confidentiality maintained.
3.02 Communicate with child protection and social services regarding students and staff within and outside the district.					

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	---	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

3.03 Contact appropriate district personnel for students requiring special education services.					3.03 Special education personnel properly contacted when services requested by student/family and confidentiality maintained.
<p>4.00 DISTRICT TECHNICAL SUPPORT</p> <p>4.01 Act as first line technical support for problems or assistance related to the use of the student management system.</p> <p>4.02 Facilitate monthly training sessions for building secretaries to keep them appraised of changes or system features as they relate to their regular job duties.</p>	A1	8%			<p>4.01 Secretaries received accurate support when requested, or call properly forwarded to Systems Technology Coordinator when appropriate.</p> <p>4.02 Monthly training sessions held and all related staff notified of new changes/features in student management system.</p>
<p>5.00 TECHNOLOGY OFFICE DUTIES</p> <p>5.01 Act as central calling point for technology office, filter incoming phone calls and take messages.</p>	A1	2%			5.01 Phone calls were answered promptly and information was provided.
5.02 Perform system backup maintenance when Systems Technology Coordinator is absent.	A1				5.02 Backup media was rotated when requested.
5.03 Order supplies as needed or as requested by technology office.	A1				5.03 Supplies properly ordered in a timely fashion.
6.00 OTHER DUTIES AS ASSIGNED	NB				6.00 As assigned.