

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 9/18/1986
LAST REVISION DATE 11/2022
BAND & GRADE C-4-1-9

POSITION TITLE MARSS System Manager

IMMEDIATE SUPERVISOR Accounting Services Coordinator

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 training contact for staff 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/ GRAD E	% OF TIME D, W	W C	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					
1.00 MARSS SYSTEM MANAGEMENT & REPORTING		85%		Knowledge of:	
1.01 MARSS SYSTEM MANAGEMENT				1. Windows operating system	1.01
a. Coordinate and manage the collection, recording and reporting of State of Minnesota MARSS data for all district students through the entire student record cycle to ensure accurate receipt of state and federal funding.	C4			2. Internet applications	a. MARSS elements are consistently and accurately maintained and reported in a timely fashion.
b. Develop and manage procedures for the collection and recording of special education enrollment data for annual child count.	C4			3. PC and Macintosh printers and peripherals	b. Procedures were created and used and data was consistent with Special Education department.
c. Monitor Special Education students in the student data system to ensure fidelity with SpedForms database.	B2			4. MARSS reports and numbers.	c. Special Education numbers consistent with SpedForms.
d. Calculate and maintain Special Education Service Hours.	B2			5. State codes.	d. Special Education Service Hours accurately maintained.
				6. Forms	
				7. Percentage enrolled.	
				8. Promote	
				9. Retainers	
				10. Registrations	
				11. Office equipment	
				12. Telephone procedures.	
				13. District Layout	

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e. Attend available training opportunities to maintain working knowledge of MARSS requirement.	N/B			Ability to: 1. Deal with parents, students and other staff. 2. Communicate clearly 3. Organize 4. Plan 5. Handle MARSS problems promptly and efficiently 6. Work under pressure, stress and meet deadlines. 7. Demonstrate consistent and reliable attendance. Skill in: 1. Operating Student Data Computer System 2. Operating office equipment 3. Use of Database, Spreadsheet & Word Processing tools to maintain records.	e. Training consistently attended.
f. Track and report ILOE, Homebound and Out of State placement.	A1				f. ILOE, Homebound and Out of State placement accurately maintained.
g. Complete PSEO & College in School data reporting.	B2				g. PSEO and College in School data reported in a timely fashion.
h. Maintain accurate data for Child Count, ECSE and 504 plans.	A1				h. ECSE and 504 data up to date.
i. Track and maintain Targeted Services hours.	A1				i. Targeted service hours accurate and up to date.
1.02 MARSS Data Submission					1.02
a. Maintain a record of MARSS submission timelines.	A1				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.	B2				b. Data was properly extracted and processed with current local edit program.
1.03 Provide initial and ongoing training for other staff related to MARSS procedures, data collection, data entry and verification ensuring efficiency and accuracy.	C4				1.03 Appropriate staff trained in a timely manner.
1.04 Verifies accuracy of all MARSS data reported, including but not limited to, creating system reports for use in data verification.	C4				1.04 Information is consistently accurate.
1.05 Troubleshoots MARSS data errors, makes appropriate corrections, and notifies appropriate schools and staff of the errors.	B2			1.05 Local errors were corrected when possible and data re-submitted.	
1.06 Works with staff to build systems to prevent future MARSS data submission errors.	C4			1.06 Developed procedures to prevent data submission errors.	

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1.07 Submits MARSS data to the Minnesota Department of Education (MDE) on an ongoing basis to ensure compliance with state reporting requirements.	B2				1.07 Data submitted to the State on or before designated timeline.
1.08 Manages data collection and submissions for Carl Perkins, Early Education, District Site Verification, Scholarship Verification information to MDE.	C4				1.08 Accurate information is submitted in a timely manner.
1.09 Compiles data to submit to MDE for special pupils and students from other states in cooperation with the business office and special education department.	B2				1.09 Data is prepared and submitted consistent with local and state requirements within established timelines.
1.10 Provides student demographic information to District administrators and other agencies as requested.	B2				1.10 Reports provided to departments in a timely fashion.
1.11 Prepares weekly enrollment report for District administration.	A1				1.11 Weekly enrollment reports are completed and submitted to designated administrative staff.
2.0 STUDENT REGISTRATION & RECORD MANAGEMENT					
2.01 Register new students a. Prepares and updates forms used in the student registration process ensuring compliance with state and federal data collection requirements. b. Provide registration forms and assist in completion c. Determine school attendance area and inform students/families	B2	10%			2.01 a. Registration forms are up to date and compliance with state and federal regulations b. Required forms were completed by parent/guardian appropriately. c. Student address was located on map and proper school designated.

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d. Mail release of record forms to appropriate schools	A1				d. Release of record forms were mailed to appropriate school.
e. Data entry/scan all new registration documents into the student management system. Create cumulative files for all new students.	A1				e. Information added was accurate and promptly entered on student data system.
f. Verify address/residency/documentation for new students.	A1				f. Address information is accurate and consistently updated.
g. Set up Family Access accounts.	A1				g. Family Access accounts set up when requested.
2.02 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 Name Changes	A1				2.02 All student information was recorded accurately and in a timely fashion.
2.03 Provide Information to Route Scheduler for determining proper bus route scheduling	A1				2.03 New student registrations and all changes to student address changes were promptly provided to route scheduler for determination of proper bus route.
2.04 Verify residency and determine open enrollment eligibility.	A1				
a. Keep accurate totals for students open enrolled in and out of the district	A1				
b. Notify parents moving out of the district regarding options and necessary paperwork.	A1				
c. Provide notification of acceptance or denial of open enrollment requests.	A1				
d. Keep up to date on open enrollment laws and statutes.	A1				2.04 Open enrollment eligibility was correctly determined and communicated to non-resident student

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e. Communicates with other school districts and MDE to resolve student residency issues.	B2				
2.05 Track ESL Students, Homeless students and maintain enrollment records for Charter School and Non- Public school students.	B2				2.05 Records maintained accurately and up to date.
2.06 Create/Maintain system calendars for all schools.	B2				2.06 System calendars created and accurate.
2.07 Coordinate/perform year-end rollover procedures to accommodate yearly student scheduling processes.	B2				2.07 Year-end processes performed accurately and in a timely fashion.
2.08 Responsible for advertising/marketing Kindergarten Registration. Coordinate the preparation of registration packets and facilitate registration round-up at all elementary schools.	B2				2.08 Kindergarten registration was scheduled and completed at all elementary schools.
2.09 Register all Early Childhood Special Education students and Voluntary Pre-K students. Create and maintain spreadsheet tracking birth to 4-year-olds in our district for future enrollment.	A1				2.09 Registration process completed.
2.10 Maintain all changes/updates to Special Education student's records and those that are serviced at non-public schools in the district.	A1				2.10 Special Education student records are up to date.
2.11 Provide initial and ongoing training and support for other staff involved in data collection and data entry for the student information system.	A1				2.11 Staff are current on training for the student information system.
2.12 Direct and monitor the work of the Assistant Registration Secretary.	B2				2.12 Provided work direction and guidance for the Assistant Registration Secretary.

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<p>3.00 MAINTAIN CONFIDENTIALITY</p> <p>3.01 Determine homeless status of enrolling families and direct them to homeless social worker.</p> <p>3.02 Communicate with child protection and social services regarding students and staff within and outside the district.</p> <p>3.03 Contact appropriate district personnel for students requiring special education services.</p>	<p>A1</p> <p>A1</p> <p>A1</p>	<p>4%</p>			<p>3.01 Homeless status accurately recorded and confidentiality maintained.</p> <p>3.02 Child protection or social services properly contacted when necessary and confidentiality maintained.</p> <p>3.03 Special education personnel properly contacted when services requested by student/family and confidentiality maintained.</p>
<p>4.00 STAFF SUPPORT</p> <p>4.01 Act as first line support for problems or assistance related to staff use of the student management system.</p> <p>4.02 Keep staff appraised of changes or system features as they relate to their regular job duties.</p>	<p>A1</p> <p>A1</p>	<p>1%</p>			<p>4.01 Staff received accurate support when requested</p> <p>4.02 Training sessions held and staff notified of new changes/features in student management system.</p> <p>5.00 As assigned.</p>
<p>5.00 OTHER DUTIES AS ASSIGNED</p>					