## **BEMIDJI AREA SCHOOLS**

POSITION JOB DESCRIPTION

POSITION TITLE Registration/MARSS Reporting Secretary

ORIGINATION DATE 9/18/1986 LAST REVISION DATE 10/2008 BAND & GRADE B 2 1 4 Superintendent Revised 7/1/2013 B 2 2 5

IMMEDIATE SUPERVISOR Coordinator of System Technology

SUPERVISOR EMPLOYEE Describe for the integrity and assure as of student date

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.

				NECESSARY SKILLS,			
		% OF		KNOWLEDGE, ABILITIES			
REGULAR ROUTINE DUTIES	BAND/	TIME		What You Have to Know to	PERFORMANCE STANDARDS		
List of Things to Accomplish in Major Job Function	GRADE	D, W	WC	Accomplish Duty of Function	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				Knowledge of:			
		10%		<ol> <li>Macintosh operating system</li> </ol>			
1.01 Register new students				<ol><li>Windows operating system</li></ol>	1.01		
<ul> <li>a. Greet new families to District 31</li> </ul>	A1			<ol><li>Internet applications</li></ol>	a. New families were welcomed and		
<ul> <li>b. Provide registration forms and assist in</li> </ul>				4. PC and Macintosh printers	questions answered.		
completion				and peripherals	b. Required forms were completed by		
<ul> <li>c. Determine school attendance area and</li> </ul>	A1			<ol><li>MARSS reports and</li></ol>	parent/guardian appropriately.		
inform new students/families				numbers.	c. Student address was located on map		
<ul> <li>d. Mail release of record forms to appropriate</li> </ul>	A1			6. State codes.	and proper school designated.		
schools				7. Forms	d. Release of record forms were mailed		
<ul> <li>e. Add new students to Skyward system.</li> </ul>	A1			<ol><li>Percentage enrolled.</li></ol>	to appropriate school.		
				9. Promote	e. Information added was accurate and		
				10. Retainers	promptly entered on Skyward		
				11. Registrations	system.		
				12. Office equipment			
1.02 Maintain current and accurate student	A1			13. Telephone procedures.	1.02 All student information was recorded		

POSITION TITLE Regist	ration/MA	RSS Seci	retary		age _2 of _4 Pages
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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  1.03 Provide Information to Route Scheduler for determining proper bus route scheduling  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	A1			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.  Skill in:  1. Operating Skyward Student Computer System  2. Operating office equipment	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.  1.04 Open enrollment eligibility was correctly determined and communicated to non-resident student.
paperwork. c. Provide notification of acceptance or denial of open enrollment requests. d. Keep up to date on open enrollment laws and regulations.					
1.05 Enter immunization data for AEC and Virtual Academy	A1				1.05 Immunization information was accurately entered for AEC and Virtual School students.
2.00 MARSS REPORTING 2.01 MARSS ELEMENTS a. Coordinate the collection, recording and reporting of State of Minnesota MARSS data	B2	80%			2.01  a. MARSS elements were accurately maintained.

POSITION TITLE Registr	ation/MA	RSS Seci	retary	Pa	ge _3 of _4 Pages
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for all District students.  b. Manage the collection and recording of MARSS elements throughout the student registration process.  c. Recommend and manage procedures for the collection and recording of special education enrollment data for annual child count.  d. Manage the recording and reporting of MARSS elements to ensure accurate receipt of state and federal funding.  e. Attend available training opportunities to maintain working knowledge of MARSS requirement.	B2 B2 B2 NB				b. Training sessions were attended and knowledge of current regulations can be demonstrated.
<ul> <li>2.02 MARSS Data Submission <ul> <li>a. Maintain a record of MARSS submission timelines.</li> <li>b. Extract data from student management system and process through local edit program to determine errors.</li> <li>c. Correct local errors and reprocess data.</li> <li>d. Submit reports to State of Minnesota by State mandated deadlines.</li> </ul> </li> </ul>	A1				<ul> <li>a. Record of submission timelines available upon request.</li> <li>b. Data was properly extracted an processed with current local ed program.</li> <li>c. Local errors were corrected whe possible and data re-submitted d. Data submitted to the State on or before designated timeline.</li> </ul>
3.00 MAINTAIN CONFIDENTIALITY 3.01 Determine homeless status of enrolling families and direct them to homeless social worker.	A1				3.01 Homeless status accurately records and confidentiality maintained.
3.02 Communicate with child protection and social services regarding students and staff within and outside the district.					3.02 Child protection or social services properly contacted when necessary and confidentiality maintained.

POSITION TITLE Registr	ration/MA	RSS Sect	retarv	Pa	age 4 of 4 Pages
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REGULAR ROUTINE DUTIES		% OF		KNOWLEDGE, ABILITIES	
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Function	GRADE		WC		How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING					
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 maintined.
<ul> <li>4.00 DISTRICT TECHNICAL SUPPORT</li> <li>4.01 Act as first line technical support for problems or assistance related to the use of the student management system.</li> <li>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.</li> </ul>	A1	8%			<ul> <li>4.01 Secretaries received accurate support when requested, or call properly forwarded to Systems Technology Coordinator when appropriate.</li> <li>4.02 Monthly training sessions held and all related staff notified of new changes/features in student management system.</li> </ul>
<ul><li>5.00 TECHNOLOCY OFFICE DUTIES</li><li>5.01 Act as central calling point for technology office, filter incoming phone calls and take messages.</li></ul>	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.