

**BEMIDJI AREA SCHOOLS**  
POSITION JOB DESCRIPTION

ORIGINATION DATE 8/14/2006

LAST REVISION DATE November 2014

POSITION TITLE Registration & Assistant MARSS/Facilities Scheduling Secretary

BAND & GRADE A 1 3 3

IMMEDIATE SUPERVISOR Coordinator of Systems 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.

Registers new students and assists in entering data into the student management system and creating reports relating to student data. Receives training on the student management system, State of Minnesota MARSS reporting regulations and the district facilities scheduling system. Responsible for the integrity and accuracy of the District facilities scheduling system. Ensures that all District facilities are used in accordance with District policies. May provide technical support for building secretaries utilizing the facilities scheduling system.

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><b>1.0 NEW STUDENT REGISTRATION</b></p> <p>1.01 Register new students</p> <ul style="list-style-type: none"> <li>a. Greet new families to District 31</li> <li>b. Provide registration forms and assist in completion</li> <li>c. Determine school attendance area and inform new students/families</li> <li>d. Mail release of record forms to appropriate schools</li> <li>e. Add new students to Skyward system.</li> </ul> <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</p>	A1	73%		<p>Knowledge of:</p> <ul style="list-style-type: none"> <li>1. Windows operating system</li> <li>2. Internet applications</li> <li>3. Printers and peripherals</li> <li>4. Office equipment</li> <li>5. Telephone procedures.</li> <li>6. District Layout</li> <li>7. MARSS reports and numbers.</li> <li>8. State MARSS codes.</li> <li>9. Forms.</li> </ul> <p>Ability to:</p> <ul style="list-style-type: none"> <li>1. Relate to parents, students, staff and the community.</li> <li>2. Communicate clearly</li> <li>3. Organize</li> </ul>	<p>1.01</p> <ul style="list-style-type: none"> <li>a. New families were welcomed and questions answered.</li> <li>b. Required forms were completed by parent/guardian appropriately.</li> <li>c. Student address was located on map and proper school designated.</li> <li>d. Release of record forms were mailed to appropriate school.</li> <li>e. Information added was accurate and promptly entered on Skyward system.</li> </ul> <p>1.02 All student information was recorded accurately and in a timely fashion.</p>

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<p>School Area Township/Section Telephone Numbers Emergency Numbers Transfer of Students within districts 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 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 1.06 Identify when students may qualify for homeless status and refer them to appropriate District staff. 1.07 Provide appropriate student information to child protection and social services. 1.08 Identify students with special education needs during the registration process and send notification to appropriate special education/administrative staff.</p>				<p>4. Plan 5. Handle problems promptly and efficiently 6. Work under pressure and stress. 7. Meet deadlines. 8. Maintain confidentiality. 9. Demonstrate consistent and reliable attendance.</p> <p>Skill: 1. Operate the facilities scheduling system. 2. Operate office equipment 3. Operate Skyward Student Management System.</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. 1.04 Open enrollment eligibility was correctly determined and communicated to non-resident student  1.05 Immunization information was accurately entered for AEC and Virtual School students. 1.06 Identified students qualifying for homeless status and referred them to District liaison. 1.07 Provided appropriate student information to child protection and social services in accordance with data privacy policy and regulations. 1.08 Identified new students with special education needs and notified appropriate staff.</p>
<p><b>2.00 MARSS REPORTING</b>  2.01 Assists in the collection, recording and reporting of State of Minnesota MARSS data for all District students. 2.02 Attends available training to maintain working knowledge of MARSS requirements. 2.03 Assists in the extraction of data from the</p>	A1	5%			<p>2.01 MARSS information was collected, recorded and reported accurately. 2.02 Attended training and demonstrates knowledge of current regulations. 2.03 Data was accurately extracted,</p>

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<p>student management system, identification of data errors, correction of data errors and report submissions to the State of Minnesota by mandated deadlines.</p>					<p>errors corrected and data submitted on or before designated timelines.</p>
<p><b>3.0 FACILITIES SCHEDULING</b></p> <p>3.01 Assists in Maintaining the district-wide facilities scheduling system.</p> <p>3.02 Assists in Maintaining current and accurate information regarding district facilities and scheduled events.</p> <p>3.03 Assists in implementing School Board policies regarding the use or rental of district facilities.</p> <p>3.04 Record, bill and receive payments for the rental of district facilities.</p> <p>3.05 Ensure that appropriate custodial and/or other support staff are scheduled for each event.</p> <p>3.06 Ensure that necessary equipment is scheduled and available as requested for each event.</p>	<p>A1</p>	<p>5%</p>			<p>3.01 District facilities scheduling system is up to date and operational.</p> <p>3.02 A current list of district facilities and scheduled events is available and posted.</p> <p>3.03 All facilities are scheduled according to district guidelines/policy.</p> <p>3.04 Accurate records of bills and payments received is maintained.</p> <p>3.05 Appropriate custodial and/or support staff present at all events.</p> <p>3.06 Requested equipment is present at all events.</p>
<p><b>4.00 TECHNICAL SUPPORT</b></p> <p>4.01 Screen and route calls regarding problems or requests for assistance related to the use of the facilities scheduling system.</p> <p>4.02 Assists in organizing training sessions for building secretaries to keep them apprised of changes or system features as they relate to their regular job duties.</p> <p>4.03 Assist in creating and maintaining user access accounts for the facilities scheduling system.</p>	<p>A1</p>	<p>2%</p>			<p>4.01 Staff received accurate support when requested and call properly forwarded to Systems Technology Coordinator when appropriate.</p> <p>4.02 Training sessions held and all related staff notified of new changes/features in facilities scheduling system.</p> <p>4.03 Facilities scheduling system user accounts are updated and maintained.</p>

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<p><b>5.0 HOME SCHOOL STUDENT RECORDS</b></p> <p>5.01 Create and distribute home school information packets.</p> <p>5.02 Provide annual notification to home school families regarding October 1<sup>st</sup> deadline for notice of intent to home school.</p> <p>5.03 Create and maintain home school student files.</p> <p>5.04 Order and/or collect instructional materials/supplies for home school students as needed.</p> <p><b>6.0 OTHER DUTIES AS ASSIGNED</b></p>	A1	15%			<p>5.01 Created and distributed home school information packets in a timely manner.</p> <p>5.02 Annual notification was prepared and distributed in a timely manner.</p> <p>5.03 Created and maintained a file for every home school student.</p> <p>5.04 Ordered/collected materials/supplies for each home school student as directed.</p> <p>6.00 As assigned.</p>
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