



A World-Class Community of Learners

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
B	3	1	

JOB TITLE	CONTRACT REFERENCE
MARSS Coordinator	Individual Contract

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
District Enrollment Coordinator	January 2019

JOB SUMMARY

The MARSS Coordinator is responsible for accurate and timely reporting of all student and district data via MARSS to the state of Minnesota ensuring proper funding. The coordinator acts as the liaison between the District and state representatives for clearing up data inconsistencies as well as related work apparent or assigned. In addition, the position will serve as a data analyst preparing reports for multiple district departments. Fulfills the job functions of the Enrollment Coordinator when coordinator is absent.

TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:

1.	Sends and retrieves student electronic information to the state of Minnesota using the state and federal government guidelines.		B2
2.	Defines MARSS Protocols and work with representatives of the state and other districts to resolve issues relating to student enrollment data. Is the Districts primary point of contacts and technical expert for end user support and training on MARSS.		B2
3.	Ensures the implementation of internal and external procedures are in place to ensure all student data and state mandated coding is input in an accurate and timely manner. Keeps state informed of school names changes, principal changes, address changed or school openings and closings.		B2
4.	Maintains contact with other MN school districts to ensure MARSS data is current and correct; submits error free data to the State in order to obtain accurate district reports.		B2
5.	Responsible for supervision, assignment, discipline, suspension, discharge, reward and direction of the work for Enrollment Center support staff.		B3
6.	Makes hiring recommendations for the Enrollment Center support staff.		B3
7.	Monitors the quality of the district's student records prior to submission to the state by auditing internal error reports; corrects errors in the district system to ensure accurate reporting; identifies data problems and how they might be fixed now and in the future; determines priorities on which errors must be corrected first to ensure district receives maximum funding.		B2
8.	Extract data for analysis and reporting for multiple departments including but not limited to: the school board, finance, food service, transportation, student health, special services, and Northwest Suburban Integration School District.		B2
9.	Maintains current knowledge of state laws, rules and procedures related to reporting of student information and provides training and support to other district staff on these subjects.		N/B
10.	<ul style="list-style-type: none"> Serves as the district representative at MARSS meetings such as district level MUG meetings. Reviews information and updates from user group meetings and determines how and when to disseminate to relevant staff Serves as the district technical support liaison for student data management 		B2

JOB TITLE

MARSS Coordinator

CONTRACT REFERENCE

Individual Contract

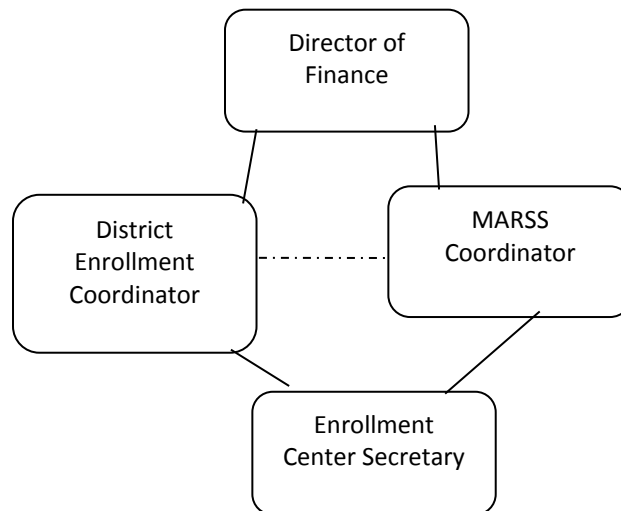
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	system <ul style="list-style-type: none"> • Researches technical support issues and determines when issues require outside technical assistance 		
11.	Provides work direction and training for building clerical support staff on MARSS and student information systems		B3
12.	Other Duties as assigned		N/B

QUALIFICATIONS (Specific training or job experience required before appointment)

1. Four-year degree such as an Associate Applied Science: Business Information, Business Information Systems, or Computers/Information Management preferred, or equivalent experience
2. Advanced knowledge of Microsoft Word, Excel, and Access
3. Proficient in Microsoft PowerPoint
4. Working knowledge of software packages for analysis and reporting
5. Written and oral communications skills
6. Demonstrated customer orientation
7. Demonstrated ability to learn new skills
8. Ability to relate to and communicate with staff, students, and parents
9. Patience and flexibility in working with staff, students and parents
10. Ability to keep information confidential

ORGANIZATIONAL RELATIONSHIPS



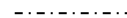
SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

WORK DIRECTION

ADVISE/INFORM



PHYSICAL REQUIREMENTS

JOB TITLE

MARSS Coordinator

CONTRACT REFERENCE**Individual Contract**

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employee must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.