



**POSITION DESCRIPTION  
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> MARSS Coordinator	<b>Department:</b> Community Education and Communications	<b>Bargaining Unit:</b> Clerical
<b>Immediate Supervisor:</b> Director of Community Services & Communications	<b>Comparable Worth Rank:</b>	<b>FLSA Status:</b> Non-Exempt

**Job Summary:**

Under the direction of the Director of Community Services & Communications, the MARSS Coordinator is responsible for confirming, reviewing, verifying, correcting and submitting accurate and complete student data for MARSS reporting to the State of MN and for other state or federal reports to obtain proper funding. Duties include screening and reporting of Early Childhood and ECSE referrals resulting from screenings.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Reviews, edits, and verifies student data for accuracy in the district’s student management system (i.e. Infinite Campus).
  - a) Checks student data for accuracy and validity.
  - b) Stays informed regarding state updates, reporting deadlines, or changing requirements.
  - c) Requests information from other districts to correct student enrollment overlaps or correct overlaps in the district system as students enter, exit, or are temporarily absent for extended periods.
  - d) Receives error reports from the State and works closely with special services staff, school secretaries, teachers, or other district personnel in correcting, verifying and addressing discrepancies or accuracy of student data.
- Creates non-resident reports for students outside of the district attending classes at St. Anthony-New Brighton Schools.
- Submits electronic files to the MN Department of Education all requested student file information for funding purposes. In accordance with state guidelines and state deadlines. Assigns and/or verifies state reporting numbers for students in the district.
- Attends users groups and workshop meetings for MARSS Coordinators.
- Maintains and reports Early Education data to the MN Department of Education. Assigns MARSS numbers to all children in ECFE, Preschool programs.
- Registers Early Childhood screening appointments with families. Creates folders with age appropriate documents for the screener and the family. Calls an/or emails appointment notifications. Enters all data into the student information system, verifies and creates the student’s MARSS number with the state.
- Performs other duties of a comparable level or type, as required.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma		<b>Major field of study or degree emphasis:</b>
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>
	2nd year graduate level		
<b>Required Work Experience in Addition to Formal Education/Training:</b> Requires a minimum of 3 years directly related experience working with student data, student information systems, and student information reporting.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b>	
		Valid MN driver’s license or evidence of equivalent mobility.	
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<b>Skilled in:</b>	
		<ul style="list-style-type: none"> <li>• Communication and presentational skills to train staff, to prepare reports, and to collaborate with all levels of district staff in the planning, integration and support of technology throughout the district with respect to MARSS reporting and related student data activities.</li> <li>• Basic business math.</li> <li>• Operating and using computers, using specialized district software/applications (i.e. Infinite Campus, etc.), and general business productivity applications (i.e. word processing, spreadsheet, email, internet browsers, etc.).</li> <li>• Providing user support to district users of the student information system concerning system requirements, input needs, data entry requirements, and reporting requirements/guidelines.</li> </ul>	

- Providing district wide coordination in the entry and compiling of student information and in the generation of student reporting within the district and to other governmental agencies.
- Training staff in student information system, its use and requirements.
- Prioritizing work to meet deadlines work requirements.
- Organizational and time management skills.
- Performing duties requiring significant attention to detail, precision and accuracy.
- Performing job responsibilities and duties under minimal direction.

**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

<u>Physical Activities</u>	<u>Amount of Time Spent</u>				<u>Lifting/Forcing Exerting</u>	<u>Amount of Time Spent</u>			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs				X
Walk		X			Up to 25 lbs		X		
Sit				X	Up to 50 lbs		X		
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms			X		Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Physical requirements associated with the position can be best summarized as follows:

**Sedentary Work:**

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**HAZARDOUS WORKING CONDITIONS**

**Unusual or hazardous working conditions related to performance of duties:**

This position performs job duties and assignments in a typical district office environment where there are a minimum of environmental hazards and risks associated with performing the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date

**Classification History:**

Prepared 5/2015 by BCC; Updated 6/2015

