



POSITION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS

SECTION I: GENERAL INFORMATION

Position Title: Student Support Services Coordinator	Department: Teaching & Learning	Bargaining Unit: Clerical
Immediate Supervisor: Elementary Principal	Comparable Worth Rank:	FLSA Status: Non-Exempt

Job Summary:

Under the direction of the Principal, the Student Support Services Coordinator is responsible for providing administrative support and assistance in the maintenance of student records; assistance in the preparation of the master course scheduling process; implementing student enrollment, registration and withdrawal; performing attendance duties and responsibilities; and assisting in making arrangements for substitutes within the building.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs general customer service and receptionist services within the Elementary.
 - a) Maintains the front desk, greets all internal and external customers, and provides routine information and assistance and/or directs individuals to appropriate building personnel.
 - b) Answers department phones, provides information or routes calls to appropriate parties.
 - c) Assists students coming to the office with various needs.
- Performs, maintains, updates and enters student attendance.
 - a) Updates daily attendance and maintains student sign in/out log sheet. Distributes passes to students who arrive late.
 - b) Initiates referrals to the principal pertaining to student interventions for attendance.
 - c) Composes and types truancy letters and mails them to parents. Reports school suspensions to MDE.
- Participates in entering and maintaining student information and student database.
 - a) Maintains, monitors and updates student database according to federal, state and district policies and procedures.
 - b) Updates class lists, rosters, and standardized testing.
 - c) Retrieves, compiles and downloads data for reports on student demographics, course distribution, enrollment projections/counts, student funding, transportation needs, resident and open enrollment students.
 - d) Enters student testing results (i.e. MAP, NWEA, OLPA, NAEP, and MCA).
 - e) Collaborates and works closely with the MARSS Coordinator in the review, verification and correction of student information.
 - f) Compiles student information for various surveys, grants, administrative staff requests, or reporting needs.
- Assists building administrator in the preparation, update and maintenance of the master schedule. Inputs courses, schedules, analyzes schedule for conflicts, performs schedule runs and develops student schedules.

- Assists and participates in monitoring AESOP for absences. Updates and records staff absences. Locates, schedules, and monitors substitutes to assure staff coverage. Researches Applitrak for substitute applications. Screens, selects and schedules sub interviews. Refers new substitutes to district office for background checks. Enters new substitutes in the AESOP system.
- Provides support and assistance in facilitating enrollment and registration processes.
 - a) Schedules appointments with incoming students and parents.
 - b) Obtains paperwork of previous school student records.
 - c) Assists in registration of Kindergarten enrollment activities.
 - d) Enters registration form information into student information system and sets up student files and cum folders.
 - e) Updates and maintains student demographic information.
 - f) Schedules courses and assigns teacher to new students.
 - g) Assists in transitioning student information, records and files for students entering middle school from elementary school.
- Implements, enters and maintains grade information.
 - a) Prepares grading instructions for teachers.
 - b) Maintains the grade portal by opening and closing the grading window each term.
 - c) Implements the distribution and processing of quarterly grade reporting.
- Performs other duties of a comparable level or type, as required.
 - a) Serves as a back up for other building administrative support personnel, as needed.
 - b) Assists in implementing activities associated with opening/closing of school each year.
 - c) Provides training or serves as a resource to other building personnel regarding the application and use of Infinite Campus.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Operating and using computers, using district software/applications (i.e. Infinite Campus, etc.), and general business productivity applications (i.e. word processing, spreadsheet, email, internet browsers, etc.). • Entering, updating, and maintaining student information meeting system requirements, input needs, data entry requirements, and reporting requirements/guidelines. • Updating, maintaining and entering student attendance. • Providing administrative and administrator assistance in the formulation, development and implementation of the master schedule. • Processing and implementing enrollment and registration procedures. • Collaborating with MARSS Coordinator in addressing and resolving discrepancies, problems and accuracy of building student information and accuracy. • Performing duties and tasks that require attention to detail, precision and accuracy. • Prioritizing work to meet deadlines work requirements. • Organizational and time management skills. • Performing job responsibilities and duties under minimal direction.
--	---

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		
x	High school diploma or GED.		
	1 year college		2 years college
	3 years college		4 years college
	1st year graduate level		
	2nd year graduate level		
	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Fundamentals of general office and district administrative procedures and practices. • Knowledge of office etiquette and customer service procedures and routines. • Knowledge of administrative support fundamentals and recordkeeping processes of the district (i.e. registration, enrollment, grading and student scheduling, suspension/discipline processes, etc.). • Knowledge of the various departmental functions, district organization, and student data needs and student reporting requirements. • Knowledge of governmental reporting requirements, guidelines, regulations and procedures associated with the reporting of student information or other state/federal reports related to student information. Knowledge of the functions, capabilities, and applications associated with student information systems and the district's Infinite Campus System or other specialized/custom applications (AESOP) used by the district.		
Required Work Experience in Addition to Formal Education/Training: Minimum of 3 years related administrative support and secretarial experience.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: Requires a MN driver's license or evidence of equivalent mobility. District may require other licenses or certifications depending upon job assignments after employment.	
HAZARDOUS WORKING CONDITIONS		Unusual or hazardous working conditions related to performance of duties: Duties are generally performed in a typical school/office setting where there are minimal environmental hazards and risks.	

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

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	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:

Light Work:

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body.

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 7/2015.

