

**CLARKSDALE MUNICIPAL SCHOOL DISTRICT**  
**MSIS Data Entry Coordinator**  
**Job Description**

**Qualification:**

High school diploma with training and mastery on the use of Organizational Software for Curriculum and Academic Reporting(OSCAR) and the Mississippi Student Information System (MSIS) district data collection process; knowledge and expertise on the use of the district's Local Area Network (LAN) and the State Department of Education's Wide Area Network (WAN) are the minimum requirements for this position. An Associates Arts Degree in computer technology in addition to the above named software use training are the preferred requirements for this position.

**Reports To:**

Director of Technology

**Job Goal:**

To ensure that all data reports required by the Mississippi Department Education in accordance with Mississippi Accountability Process Standards are submitted via State WAN on or before the 10<sup>th</sup> day of the month that the specific data is due.

**Performance Responsibilities:**

1. Coordinates MSIS data collection process and transmittal process.
2. Provides hands-on training for school site office personnel.
3. Provides assistance for school site office personnel as needed to trouble-shoot problems with students' OSCAR and MSIS data.
4. Resolves discrepancies in information before reports are forwarded to the State Department of Education.
5. Assist in developing and editing reporting forms and documents for students' grades.
6. Serves as a member of the district's technology staff and collaborates with team members to determine the effectiveness the district's information reporting.
7. Any other tasks as designated by the Superintendent, District Business Manager and/or the District Director of Technology.

Perform other tasks consistent with the goals and objectives of this position.

**Terms of Employment:**

12 Months; At-Will Agreement; Salary based on district's salary scale to this position.