



# Rockford Area Schools

## District Office Assistant & MARSS Coordinator

### General Definition of Work

Coordinate accurate reporting of student and district data, including submissions to MARSS/Ed-Fi and other state reports, perform accounts receivable duties, and serve as District Office Assistant. Duties performed under limited supervision of the Director of Business Operations.

### Essential Functions

- Maintain household census data and student records.
- Serve as District Registrar and MARSS/Ed-Fi Coordinator and student data reporting.
- Track open enrollment, tuition agreements, home school, and non-public student data.
- Coordinate and submit mandatory student data reports using state and federal guidelines.
- Serve as Accounts Receivable Clerk: assisting with invoicing, processing bills receivables and incoming payments, financial reports, audits, and additional duties as assigned by the Director of Business Operations.
- Manage educational benefits applications, including free and reduced price lunch and S-EBT.
- Assist with scholarships, donations and CLiCS Food Service submissions.
- Welcome visitors and provide resources and assistance to research and address requests.
- Serve as District Office Assistant and provide front desk, phone, intercompany mail, and postal service.
- Provide back-up support for Executive Assistant to the Superintendent - including School Board election duties and social media.
- Maintain collaborative relationships and communications with staff.
- Monitor, organize, and order office supplies.

### Knowledge, Skills and Abilities

- Demonstrate confidentiality, accountability and effective decision making skills.
- Self motivated and ability to work independently.
- Strong communication and customer service skills.
- Ability to establish and maintain effective working relationships.
- Hands on experience in operating spreadsheets and word documents.
- Knowledge of secretarial practices, including document filing and record retention.
- Attention to detail, data entry skills, and basic understanding of accounting principles.
- Proven ability to calculate, post, and manage accounting figures and financial records.
- Ability to utilize standard equipment and software, including MARSS/Ed-Fi and Infinite Campus.

### Education and Experience

Associate's Degree with 3 years experience serving as an assistant or secretary in education, MARSS Coordinator, or Accounting Clerk or related position, or equivalent combination of education and experience.

### Special Requirements

- Training upon hire: MARSS/Ed-Fi, Infinite Campus, Smart Finance, Boardbook, Elections, and MDE and FNS.