

**POSITION DESCRIPTION
WILLMAR PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: State Reporting Specialist	Department: Business Office
Immediate Supervisor's Position Title: Director of Business and Finance	FLSA Status: Non-Exempt
Job Summary: Performs intermediate technical work preparing and maintaining student information database, along with fiscal and related records, and related work as apparent or assigned. Work is performed under moderate supervision of the Director of Business and Finance.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- As the coordinator of the MARSS (Minnesota Automated Reporting Student System), oversees and is accountable for all aspects of MARSS data and reporting.
 - a) Provides initial and ongoing training of secretaries and other departments related to MARSS procedures, data collection, data entry and verification ensuring efficiency and accuracy.
 - b) Verifies accuracy of all MARSS data reported including creating system reports for use in data verification.
 - c) Troubleshoots MARSS data errors, makes corrections, and notifies schools and departments of the errors.
 - d) Works with staff to build systems to prevent future MARSS data submission errors.
 - e) Submits MARSS data to the Minnesota Department of Education (MDE) on an ongoing basis to ensure compliance with state reporting requirements.
 - f) Works with the Student Information System Coordinator on system issues.
- Coordinates and oversees student registration process and information.
 - a) Prepares and updates forms used in the student registration process ensuring compliance with state and federal data collection requirements.
 - b) Provides initial and ongoing training and support to the central registrar, and others who cover breaks, related to data collection and data entry into the student information system.
 - c) Processes open enrollment paperwork and verifies student residency.
 - d) Communicates with other districts and MDE to resolve student residency questions.
- Coordinates data collection and prepares collected data for reporting, compliance, submission, and billing purposes.
 - a) Coordinates data collection and submission of Carl Perkins, Early Education, District Site Verification, Scholarship Verification information to MDE.
 - b) Compiles data and creates Care and Treatment Tuition Invoices in cooperation with the finance department.
 - c) Compiles data and prepares tuition applications/invoices to submit to MDE for special pupils and students from other states in cooperation with the finance and special education departments.
 - d) Provides demographic information to District administrators and outside entities as requested including migrant and homeless information.
 - e) Prepares weekly enrollment report for administration and the School Board.
- Participates in staff development opportunities.
- Performs other related duties within the scope of the Student Information System Assistant as assigned or requested to contribute to the efficient operation of Willmar Public Schools.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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		Associates/Technical degree or considerable experience working with data and in accounting, or equivalent combination of education and experience preferred.	
High school diploma or GED.			
1 year college	X	2 years college	Major field of study or degree emphasis: Business, Accounting, or related field of study.
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:
Doctorate level			
<ul style="list-style-type: none"> • Knowledge of general office procedures and practices. • Knowledge of office etiquette and customer relation procedures and routines. • District and building level administrative policies and procedures. • Knowledge of school district organization and specialized office functions within the department/program/office of assignment. • Knowledge of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems. • Familiarity with general office productivity software (i.e. word processing, spreadsheet, access, presentational software, email programs, etc.) • General office equipment, e.g., copiers, facsimiles and phones. • Knowledge of computer operation, informational systems and specialized programs used in recording and maintaining district, student or financial information and records. 			

Required Work Experience in Addition to Formal Education/Training:	
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: None

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: Ability to explain system to users and instruct users on how to use system. Ability to follow oral and written instructions. Ability to establish and maintain effective working
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relationships with staff, administrators, parents, regional education groups and Department of Education. Ability to prioritize job assignments and performing work assignments requiring attention to detail, precision and accuracy.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
	TOTAL	0

INDIRECT SUPERVISION:

Number of employees indirectly supervised:	Total: 0
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HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Duties are performed in a typical school/building/office setting where there are minimal environmental hazards and risks associated with performing the requirements of the job.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit				x
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms		x		
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear			x	
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	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 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects in the performance of 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:

Description Created November 2021

Date Board Adopted: _____

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.