

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
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NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

information on student management system by completing all necessary changes to include: Address Change Head of Household information School Area Township/Section Telephone Numbers Emergency Numbers Transfer of Students within districts Open Enrollment				14. District Layout Ability to: 1. Deal with parents, students and other staff. 2. Communicate clearly 3. Organize 4. Plan 5. Handle MARSS problems promptly and efficiently 6. Work under pressure, stress and meet deadlines.	accurately and in a timely fashion.
1.03 Provide Information to Route Scheduler for determining proper bus route scheduling	A1				1.03 New student registrations and all changes to student information regarding address changes were promptly provided to route scheduler for determination of proper bus route.
1.04 Determine open enrollment eligibility for non-resident students. a. Keep accurate totals for students open enrolled in and out of the district b. Notify parents moving out of the district regarding options and necessary paperwork. c. Provide notification of acceptance or denial of open enrollment requests. d. Keep up to date on open enrollment laws and regulations.	A1			Skill in: 1. Operating Skyward Student Computer System 2. Operating office equipment	1.04 Open enrollment eligibility was correctly determined and communicated to non-resident student.
1.05 Enter immunization data for AEC and Virtual Academy	A1				1.05 Immunization information was accurately entered for AEC and Virtual School students.
2.00 MARSS REPORTING 2.01 MARSS ELEMENTS a. Coordinate the collection, recording and reporting of State of Minnesota MARSS data	B2	80%			2.01 a. MARSS elements were accurately maintained.

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<p>for all District students.</p>					
<p>b. Manage the collection and recording of MARSS elements throughout the student registration process.</p>	B2				<p>b. Training sessions were attended and knowledge of current regulations can be demonstrated.</p>
<p>c. Recommend and manage procedures for the collection and recording of special education enrollment data for annual child count.</p>	B2				
<p>d. Manage the recording and reporting of MARSS elements to ensure accurate receipt of state and federal funding.</p>	B2				
<p>e. Attend available training opportunities to maintain working knowledge of MARSS requirement.</p>	NB				
<p>2.02 MARSS Data Submission</p>	A1				<p>2.02</p>
<p>a. Maintain a record of MARSS submission timelines.</p>					<p>a. Record of submission timelines is available upon request.</p>
<p>b. Extract data from student management system and process through local edit program to determine errors.</p>					<p>b. Data was properly extracted and processed with current local edit program.</p>
<p>c. Correct local errors and reprocess data.</p>					<p>c. Local errors were corrected when possible and data re-submitted.</p>
<p>d. Submit reports to State of Minnesota by State mandated deadlines.</p>					<p>d. Data submitted to the State on or before designated timeline.</p>
<p>3.00 MAINTAIN CONFIDENTIALITY</p>	A1				
<p>3.01 Determine homeless status of enrolling families and direct them to homeless social worker.</p>					<p>3.01 Homeless status accurately recorded and confidentiality maintained.</p>
<p>3.02 Communicate with child protection and social services regarding students and staff within and outside the district.</p>					<p>3.02 Child protection or social services properly contacted when necessary and confidentiality maintained.</p>

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3.03 Contact appropriate district personnel for students requiring special education services.					3.03 Special education personnel properly contacted when services requested by student/family and confidentiality maintained.
4.00 DISTRICT TECHNICAL SUPPORT	A1	8%			
4.01 Act as first line technical support for problems or assistance related to the use of the student management system.					4.01 Secretaries received accurate support when requested, or call properly forwarded to Systems Technology Coordinator when appropriate.
4.02 Facilitate monthly training sessions for building secretaries to keep them apprised of changes or system features as they relate to their regular job duties.					4.02 Monthly training sessions held and all related staff notified of new changes/features in student management system.
5.00 TECHNOLOGY OFFICE DUTIES	A1	2%			
5.01 Act as central calling point for technology office, filter incoming phone calls and take messages.	A1				5.01 Phone calls were answered promptly and information was provided.
5.02 Perform system backup maintenance when Systems Technology Coordinator is absent.	A1				5.02 Backup media was rotated when requested.
5.03 Order supplies as needed or as requested by technology office.	A1				5.03 Supplies properly ordered in a timely fashion.
6.00 OTHER DUTIES AS ASSIGNED	NB				6.00 As assigned.