

Anoka Hennepin Independent School District #11
Job Description

Title: MARSS Coordinator
Department: Technology: Applications & Connection Services
Reports To: Director of Technology and Applications & Connection Services
Prepared Date: July 2021

SUMMARY OF RESPONSIBILITIES

Minnesota Automated Reporting Student System (MARSS) Coordinator is responsible for accurate and timely reporting of all student and district data via MARSS to the state of Minnesota ensuring proper funding. Serve as the liaison between the District and state representatives for clearing up data inconsistencies as well as related work apparent or assigned. Serve as a data analyst preparing reports for multiple district departments.

DUTIES AND RESPONSIBILITIES

- Act as the MARSS contact, to ensure compliance with state statutes while seeking maximum general education revenue and other revenue payments to the district.
- Coordinate, organize, and facilitate data-related projects in the district.
- Manage the preparation and submission of required Federal, State, and District reports related to student information.
- Send and retrieve student electronic information to the state of Minnesota using the state and federal government guidelines.
- Define MARSS Protocols and work with representatives of the state and other districts to resolve issues relating to student enrollment data.
- Serve as District primary point of contact and technical expert for end user support and training on MARSS.
- Ensure the implementation of internal and external procedures are in place to ensure all students data and state mandated coding is input in an accurate and timely manner. Keep the state informed of school name/ address changes, principal changes, and school openings/closings.
- Maintain contact with other MN school districts to ensure MARSS data is current and correct; submit error free data to the State to obtain accurate district reports.
- Monitor the quality of the district's student records prior to submission to the state by auditing internal error reports; correct errors in the district system to ensure accurate reporting; identify problems and how they might be fixed now and in the future; determine priorities on which errors must be corrected first to ensure district receives maximum funding.
- Maintain current knowledge of state laws, rules and procedures related to reporting of student information and provide training and support to other district staff on these subjects.
- Serve as the district representative at MARSS meetings.
- Review information and update from user group meetings and determine how and when to disseminate to relevant staff.
- Provide work direction and training for building clerical support staff on MARSS and student information systems.
- Perform other tasks and duties as assigned.

SUPERVISORY RESPONSIBILITIES

None.

EDUCATION and/or EXPERIENCE

High School diploma or equivalent plus five years of closely related experience.

Two years information systems management, or closely related administrative experience.

PREFERRED QUALIFICATIONS

Bachelor's degree with emphasis in information or technology management, or closely related field and 2 years information systems management or closely related administrative experience preferred.

KNOWLEDGE, SKILLS & ABILITIES

Ability to organize and manage large projects.

Excellent verbal and written communication skills, and customer services skills.

Ability to work with a diverse workforce in a professional and collaborative manner to achieve common goals.

Knowledge/understanding of laws, rules, and regulations affecting district personnel and operations.

Working knowledge of educational information systems.

Knowledge of various software tools and resources used to collect, analyze, and organize.

Working knowledge of Windows, Macintosh, and mainframe computing systems

Microsoft Office experience, including Access.

SQL experience/ knowledge helpful.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to work independently assessing and analyzing data with the ability to draw conclusion, present findings and make recommendations.

Ability to maintain regular attendance, which includes completing an assigned day.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; hear; stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Most work is performed in an office setting. The noise level in the work environment is usually quiet, but may be noisy, depending on activities at locations other than the office.