Position Summary

Responsible for coordinating and supervising the Minnesota Automated Reporting Student System (MARSS) processes and reporting for the District.

Reporting Relationship

Report to the Chief Budget Analyst.

Responsibilities
The essential functions include, but are not limited to, the following fundamental duties:

Supervise the MARSS clerical staff including assigning, scheduling and monitoring work; responding to staff questions; conducting annual and probationary employee performance reviews; training and coaching staff.

Develop and document MARSS work processes and workflow.

Communicate work process and regulation changes and performance expectations to staff on a regular basis through staff meetings and/or informally as appropriate; develop and present in-service training relating to changes in MARSS rules and regulations, software applications and other issues relating to day-to-day operations.

Review MARSS requirements; determine how to maintain student records based upon these requirements; resolve the more difficult coding issues where judgment is required on what is appropriate; attend state-wide meetings relating to updates in state requirements; audit state error report, research and resolve discrepancies.

Produce the final MARSS report for submission to the State of Minnesota; write queries to obtain all the necessary information; audit data prior to submission.

Serve as the main district contact relating to MARSS and the MARSS report and data privacy issues relating to student records; work with representatives of the state and other school districts to resolve issues relating to student enrollment dates; determine dates that will be used by each school when there are discrepancies by working with representatives from the other district.

Coordinate with district administrators to ensure that data is being reported accurately; monitors the quality of the district's student records prior to their submission to the state by auditing internal error reports; corrects errors in the district system to ensure accurate reporting; identifies data problems and how they might be fixed (mass or individual records fixes); determines priorities on which errors must be corrected first in order that the district receives maximum funding.

Serve as a resource relating to programs that have unique requirements to ensure coding is appropriate for receiving funding (e.g., post secondary education option, limited English proficiency, home schooling and related programs).

MARRS Supervisor

Responsibilities (continued)

Provide reports relating to student data as requested by administration.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Considerable knowledge of student data reporting.

Considerable knowledge of MARSS reporting requirements and coding and related policies and procedures.

Some knowledge of computer-based information systems.

Some knowledge of the theory and principles of data management.

Some knowledge of supervisory methods and techniques.

Considerable skill in the operation of a computer to maintain data and generate reports.

Strong organizational skills.

Strong problem-solving and decision-making skills.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to interact effectively with persons speaking a variety of languages and representing diverse cultural, ethnic and socioeconomic backgrounds.

Considerable ability to train, provide work direction and technical guidance to assigned staff.

Minimum Qualifications

Bachelor's degree in information systems or a related field or two years of college coursework in data processing, systems programming or a related field and two years of experience in student records maintenance and management. (Equivalent combinations of education and/or experience will be considered.)