

Information Management Assistant III - MARSS

Dept/Div: Special Education/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled administrative support work entering and maintaining data for the Minnesota Automated Reporting Student Systems (MARSS/Ed-Fi) and special education tuition billing, reporting student data to the State for funding purposes, preparing reports, maintaining files and records, and related work as apparent or assigned. Work is performed under the moderate supervision of the Executive Director of Student Services.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Acts as liaison for and provides ongoing information between special education secretaries and Infinite Campus and the Minnesota Department of Education regarding MARSS/Ed-Fi and special education tuition billing; attends MARSS/Ed-Fi and Special Education special interest group meetings and webinars to keep up to date on changes.

Creates Infinite Campus school calendars; rolls over calendar setup and scheduling information; assigns teachers to courses; transfers student enrollment and transportation data, report cards, and transcript reports for schools; troubleshoots issues.

Ensures accuracy of student data base and MARSS reporting via database management by running reports and checking data for errors and irregularities.

Submits MARSS file to meet submission deadlines set by Minnesota Department of Education (MDE).

Troubleshoots issues between MARSS and Ed-Fi submissions; serves as problem solver with any issues with Infinite Campus and state reporting.

Creates and ensures accuracy of Special Education Tuition Agreements every other month.

Sets up and/or enters data such as parent portal preferences by school, online lunch application, and Online Registration System; sends out parental portal information to special education parents and troubleshoots issues with log in that parents may have.

Updates Infinite Campus course set up with Minnesota Common Course Classification (MCCC) codes; submit MCCC data via MDE website or Ed-Fi; submits Carl Perkins data for Special Ed sites via MDE website.

Collects Transition Billing data for submission to member districts.

Provides student list, data list, MARSS reports, or runs ad hoc reports as requested.

Creates district lunch applications and letters, distributes to staff, processes forms when they are returned using Infinite Campus; mails eligibility letters to parent.

Performs Federal Civil Rights reporting when requested by Superintendent's office.

Knowledge, Skills and Abilities

Thorough knowledge of district policies, manuals, programs, processes and procedures; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of standard office practices, procedures and equipment; thorough knowledge of the principles and practices of MARSS/Ed-Fi and Student Information System (SIS); skill operating a personal computer and applicable hardware and software; skill in data entry and records maintenance; skill operating web-based databases and creating reports from the database; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to follow oral and written instructions; ability to communicate effectively both orally and in written format; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with associates, administrators, students and the general public.

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Education and Experience

Associates/Technical degree and considerable experience in clerical, database management, and student information systems support work, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel; work requires close vision, ability to adjust focus and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and operating machines; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Obtain Minnesota Automated Reporting Student System (MARSS) and Ed-Fi training within six months of hire.

Last Revised: 10/19/2021