



# ST. MICHAEL - ALBERTVILLE SCHOOLS

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## MARSS and Reporting Specialist

Department: Business Services/District Office  
Supervisor: Director of Business Services

Duty Year: 260 days  
Status: Non-Exempt

### Position Overview & Responsibilities

Responsible for the oversight of STMA's MN Automated Reporting Student System (MARSS) and assisting with coordinating business, financial and financial and enrollment data and reports. This position will maintain accurate student data while providing advanced technical expertise, leadership and training support on MARSS for organizational and clerical staff.

### MARSS Student Accounting

- Oversees MARSS reporting for the district including sending and retrieving student electronic information to the state of Minnesota using state and federal guidelines.
- Defines MARSS Protocols and works with representatives of the state and other districts to resolve issues relating to student enrollment data.
- Monitors the quality of the district's student records prior to 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 now and in the future; determines priorities on which errors must be corrected first to ensure district receives maximum funding.
- Leads other staff in the district that enter student data as it pertains to the student accounting system and reporting, identifying and implementing training as it pertains to MARSS and developing training manuals and materials in areas pertaining to student accounting/MARSS reporting. Ability to analyze student reporting data to correct errors and understand the student data to maximize all revenue streams.
- Serves as the district representative at MARSS meetings such as district level MUG meetings. Reviews information and updates from user group meetings and determines how and when to disseminate to relevant staff Serves as the district technical support liaison for student data management system
- Responsible for maintaining district compliance with state and federal reporting requirements for MARSS as well as other reporting requirements as they relate to student accounting data (such as ADMWE, ELSA, SEDRA).
- Acts as the district's primary point of contact and technical expert for end user support and training on MARSS.



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- Manages the recording and reporting of non-resident students; preparing, sending, and receiving tuition agreements for tuition billing in communication with other districts relative to student data accuracy.
- Manages the process of homeschool enrollment and compliance, along with required nonpublic student state reporting and reimbursements. In addition, manages the process of nonpublic transportation and nonpublic pupil aid approval and process reimbursements.
- Manages the process of homebound student reporting.
- Performs analytical reviews of all reports to ensure accuracy and to develop trend data.
- Works closely and coordinates with district clerical staff including building administrative assistants and building administration to ensure data input and reporting requirements for EL, Title I, Special Education, and other programs are accurate in order to maximize revenue streams.
- Verifies and processes student placement tuition invoices for payment.
- Creates, prepares and analyzes government and other related reports on a weekly, monthly, and as-needed basis for various district personnel.
- Provides work direction and training for building clerical support staff on MARSS and student information systems.
- Participates in state and local student data training user groups.

### **Additional Responsibilities**

- Updates web pages on the district website that pertain to enrollment and the business office.
- Provides information, communication and support to families navigating the application and enrollment process for general enrollment, open enrollment, and alternate school attendance.
- Administers and updates the online enrollment program and student information system with any additions or changes to student enrollment in and out of the district.
- Responsible for coordinating with administration to ensure compliance with applicable education laws and regulations pertaining to enrollment.
- Performs duties as assigned by the Director of Business Services.
- Performs other related duties as assigned.

### **Requirements & Qualifications**

Four-year degree in Business Information, Business Information Systems, or Computers/Information Management preferred, or equivalent combination of experience and education required. Minimum of 2-4 years of experience with educational database and state/educational reporting and information systems preferred. Extensive and comprehensive student accounting systems knowledge to provide support of student records and information software.



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## **Essential Functions & Skills**

This position requires an ability to work independently under the direction of the Director of Business Services and with several buildings and departments.

- Advanced knowledge of Microsoft Word, Excel and PowerPoint.
- Working knowledge of software packages for analysis and reporting.
- Ability to maintain confidentiality and professionalism.
- Ability to work effectively in teams and function collaboratively across departments internally and with external partners.
- Demonstrated customer orientation, sufficient communication tools and experience to consistently exhibit flexibility and problem-solving in working and communicating with staff, students, parents, and external government audiences.
- Ability to multitask and prioritize workload.
- Ability to follow written and verbal directions.
- Advanced and developed communication and technological skills.
- Strong organizational, task management, and time management skills.

## **Equal Employment Opportunity Employer**

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status.