



May, 2022
St. Cloud Social Justice Academy
Independent School District 4296

ADMINISTRATIVE ASSISTANT /MARSS COORDINATOR

Department: District Office
Reports To: Executive Director
Classification: Confidential

SUMMARY: Assists executive director with all aspects of personnel functions including staffing, hiring, policy administration and recordkeeping for all administrative, confidential, certified and classified staff. Participates in labor relations and special projects. Responds as a key district communicator to inquiries and concerns from students, staff, parents, community members and the general public. Ensure strict confidentiality on various recommendations and communications regarding student, personnel and data privacy issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Administrative/Data Management Duties

- Prepares and posts all position openings in the District according to contract language
- Prepares and coordinates information for the board agenda and minutes, handles Board correspondence and Board records
- Manages official responsibilities associated with conducting school elections
- Assists Executive Director with the coordination of aspects of contract administration during the term of various contracts with employee organizations..
- Oversees and maintains home school records. Responds to inquiries from home school parents on issues involving testing, reporting procedures, etc.
- Composes and types letters, reports, agendas and minutes from notes, verbal instruction, or independently from knowledge of situation or project.
- Maintains seniority list for certified and classified staff.
- Adds new employees into Absence Management and Professional Development, Synergy, and teacher observation.
- Recommends appropriate additions and changes to policies and maintains current policies.
- Maintains administrative attendance report
- Maintains and updates District Office portion of webpage
- Designs newsletters and other communications as directed by Superintendent
- Reviews and approves all substitute timecards weekly with Teachers on Call
- Prepare and submit CRDC report.

State Reporting Duties

- Maintains and updates district-wide enrollment including open-enrollment
- Prepares and submits annual state reports (i.e., STAR, MCCC, Transportation, etc.)
- Maintains student data in pre and post-test test editing

- Coordinates information for and submits Carl Perkins Report
- Oversees and maintains home school records and submits report to MDE
- Coordinates all student discipline and records reports. All reports due to MDE

Serve as District MARSS/ED-FI Coordinator

- Verify all students have correct economic indicator (free and reduced lunch)
- Ensure Shared time students are recorded properly
- Code all special education students with correct disability code and instructional setting
 - Enrollment Options and Tuition students have correct resident district and state aid category
 - Insure correct codes for group home students
- Verify tuition billings (receivable and payable)
- Transportation coded correctly
- Clear error reports between our district and any other districts in the state
- Prepare reports and submit to MDE
 - Fall report deadlines throughout November – January
 - End of year deadlines throughout April – December

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: Two year certificate from college or technical school; or one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff and/or the general public.

Multilingual candidates will receive additional consideration.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES: Ability to use a computer with database, spreadsheet and word-processing software. Knowledge of or ability to learn personnel legal terminology. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

HOW TO APPLY: Send your cover letter, resume, 3 references and transcript to Hodan at hodanmr@yahoo.com by February 1, 2023 - 1pm CST in order to be considered for the first round of interviews taking place in March 2023.

St. Cloud Social Justice Academy
St. Cloud, Minnesota 56301