

Red Wing Public Schools Position Description

Student Services and Ed-Fi Coordinator

General Information

Department:	District Administration and Support
Unit:	Non-Classified
Immediate Supervisor:	Business Manager
Grade Placement:	14+ (Under Review)
FLSA Status:	Non-Exempt

Position Summary

The Student Services and Ed-Fi Coordinator is responsible for overseeing and implementing the State's student reporting system, school district's student management system, student enrollment processes, and other data management processes.

Essential Duties and Responsibilities

1.	Oversees and coordinates the state reporting system for students: <ul style="list-style-type: none">a) Coordinates with the MDE and vendors;b) Represents the school district at MDE and user meetings;c) Develops and implements procedures;d) Trains and supports administrative support staff and other employees on the system;e) Issues state identification numbers;f) Monitors, reviews and audits data entry across the district to assure accuracy and data integrity;g) Identifies and fixes data problems to assure the school district receives maximum funding;h) Explains reporting requirements, mandates, and rules pertaining to data reporting;i) Submits reports to the MDE, Office of Civil Rights, and other entities regarding student data;
2.	Oversees and coordinates the student management system: <ul style="list-style-type: none">a) Coordinates with vendors.b) Represents the school district at user meetings;c) Develops and implements procedures;d) Trains and supports administrative support staff and other employees on the system;e) Sets up security for staff;f) Creates report cards;g) Troubleshoots issues.
3.	Develops and implements procedures for data management throughout the school, including attendance and discipline reporting.
4.	Processes year-end school closing and the set-up for the upcoming school year.
5.	Compiles, maintains, and reports course catalog data.

6.	Oversees student enrollment processes: a) Develops and implements procedures; b) Greets parents and answers parent questions; c) Coordinate related activities such as placement testing and special services; d) Enters data; e) Determines enrollment eligibility for non-resident students.
7.	Assists Special Education Department in compiling child count data and reporting data to receive proper funding. Assists the Business Manager in preparing future enrollment estimates as required for aid calculations. Applies several statistical tools to assure accuracy.
8.	Prepares and sends out tuition agreements to other districts. Maintains a database and monitors tuition information from other districts. Contacts other district to verify and/or correct inaccurate data. Calculates service hours for determining service rates for tuition agreements for students receiving services.
9.	Coordinates home school applications and reporting. Receives paperwork, communicates with parents, processes expense vouchers, and compiles related data for the MDE.
10.	Processes free and reduced lunch applications. Determines eligibility, enters data, informs parents of decisions regarding eligibility, and reports data.
11.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training: High school diploma or GED

Degree Information: Not applicable

Major Field of Study or Degree Emphasis: Not applicable

Required Work Experience: Minimum of 3 years of administrative support experience

Licenses / Certifications Required: None

Essential Knowledge Required to Perform the Essential Functions of the Position

- District administrative support fundamentals and recordkeeping processes of the district (i.e. registration, enrollment, home school, out-of-district and non-public school, grad standards, suspension/discipline processes, etc.).
- Departmental functions, district organization, and student data needs and student reporting requirements, procedures and regulations
- Governmental reporting requirements, guidelines, regulations and procedures associated with the reporting of student information, or other state/federal reports related to student information.
- Functions, capabilities, and applications associated with student information systems and other district specialized/custom applications used by the district of relevance.
- State enrollment timelines and regulations.

Essential Skills Required to Perform the Work

- Communication and presentation skills to train staff, prepare reports, and collaborate with all levels of district staff in the planning, integration and support of student reporting and related student data activities or potential reporting conflicts.
- Basic business math.
- Operating and using computers, specialized district software/applications and general business productivity applications such as word processing, spreadsheet, database, email, and specialized software.
- Providing user support to district users of the student information system concerning system requirements, input needs, data entry requirements, and reporting requirements/guidelines.
- Providing district wide coordination in the entry and compiling of student information and in the generation of student reporting within the district and to other governmental agencies.
- Identifying system needs, requirements and the testing of system upgrades and enhancements.
- Training staff in student information system, use and requirements.
- Prioritizing work to meet deadlines work requirements.
- Performing duties requiring significant attention to detail, precision and accuracy.
- Preparing and developing training materials, user manuals or resources to staff.
- Performing job responsibilities and duties under minimal direction.
- Interpreting, understanding and following procedures, guidelines and rules pertaining to student information, home school and special education tuition agreements.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best described as Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands arms			X	
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.

Classification History and Approval

Created: 5/1/19