

Macks Creek R-V School District
Superintendent Secretary / District Data Coordinator
Job Description

Responsibilities include maintaining the district-wide student information system and support systems as well as collecting and entering data into the Missouri Core Data/MOSIS reporting system in accordance with district policies and procedures.

Other duties include:

Serve the Superintendent in clerical duties and screening calls as instructed

Prepare and distribute the District Calendar

Administer School Board of Education Election filings/procedures; and maintain accurate records of such

Maintain Notary Public to serve the Board of Education and District

Serve as the Food Service Coordinator; which includes:

- District Determining Official for the National School Breakfast and School Lunch Free & Reduced Price Meal Applications
- Verification of Meal Applications
- Direct Certification via DESE Downloads and qualifications/weekly updates, via MoSIS downloads
- Weekly submission and extractions for Lunch Status
- Daily Meal Account Deposits/Reports
- Monthly Meal Claims Reimbursements to DESE
- Serve as POS cashier
- Serve as CACFP Coordinator, ensure proper number counts are reported to DHSS.

Obtain MOSIS ID Numbers for all district students

Verify Data in Core Data Screens after MOSIS Submissions including checking Edits.

Prepare and submit accurate District reports to the Department of *Elementary and Secondary Education through MOSIS / Core Data.

Submit MOSIS files: Student Core Files 5 times a year, Student Enrollment/Attendance Files twice a year, 2 Educator Files a year, Course Assignment and Student Assignment files in October and June for summer, Graduate follow-up file, EOC Exception File, Student Discipline File, Student Course Completion Files, ASVAB Collection File.

Collaborate with District Schools & Departments to ensure the accuracy of reports to DESE.

Serve as Registrar to input all enrollments and ensure the accuracy of Course coding/Enrollment codes, etc. to allow for proper import/export from SIS to State Reporting (DESE/MoSIS)

Serve as SIS Coordinator for the District, maintaining SIS to meet the needs of each school and the District to ensure accurate student records for attendance, academics, and contact information.

Train new staff in SIS and provide additional training for secretaries and faculty, as needed.

Troubleshoot problems for faculty and staff and escalate unresolved problems to the Tyler SIS Help system.

Provide Documentation to Auditors verifying Core Data reported

Provide assistance to Parents in using the Parent Portal

Provide Pre-Code Files for State Testing in the Fall, Spring and Summer

Set-up new years in Student Information System

Maintain District Codes in Student Information System

Maintain Calendars for accurate ADA reporting

Assist in Exporting State Assessments *from DESE* and district assessments from various testing companies & Import Assessments into SIS, as needed

Maintain Faculty/Staff Access Permissions

Notify Faculty Staff of Data required and guidelines applicable to the data required for DESE Reporting and how to enter in SIS or import them, when necessary.

Maintain inventory of District paper, office, athletic & janitorial supplies to be purchased through the NEMO COOP paper bid supply; and process such purchases

Coordinate Thanksgiving/Christmas Baskets for families needing assistance during the holidays.

Serve as SDAC Coordinator, ensuring proper personnel and salaries/benefits are correctly reported for Medicaid Reporting.

Maintain a favorable image of the school system

Shall be appropriately dressed and groomed, courteous to all staff members and visitors, efficient and neat in all duties, cooperative, confidential and loyal

Reports to the Superintendent of Schools