

Rosemount-Apple Valley-Eagan School District 196  
Job Description

**Title:** Student Information Secretary  
**Department:** Finance  
**Reports to:** Student Information Supervisor  
**Classification:** RAVE Group 2  
**Exempt Status:** Non-Exempt

**Job Summary:** To provide support for school and district staff with collection, entry and reporting of all student related data in the district's software of record.

**Duties and Responsibilities**

- Maintain student and census files in the software of record. Verify appropriate codes on new students, transfers, and withdrawals. Maintain contact information on all families.
- Assist district staff in accurate reporting of students residing and/or attending in our district
- Extract and edit the district's data to be reported to the state.
- Work with departments in charge of student data, and with schools, to ensure complete and accurate data in the areas of special education, transportation, compensatory aid, gifted and talented, Title programs, homelessness, limited English, supplemental services, migrant and immigrant status, post-secondary options, homebound education, and any other data that the district is required to report.
- Communicate with other Minnesota school districts to ensure accuracy of attendance data for transfer students.
- Maintain archive files of all student related documents as required by state law.
- Attend meetings to keep abreast of new student reporting requirements and software changes.
- Provide support for staff on the software of record and state reporting procedures to ensure accurate use of the software and compliance with state reporting procedures.
- Design and implement reports not currently available, using the software of record, Microsoft Access, or other resources as requested by district staff or outside agencies.
- Share enrollment and census changes with other departments that are using other software packages.
- Assist Community Education staff in the identification and tracking of nonpublic schools and students.
- Assist Early Childhood Family Education staff in tracking the birth-to-four years old population, enter required preschool screening information and assign state student identification numbers.
- Respond to inquiries from district residents, potential home buyers, real estate agents and land developers regarding District 196 schools.
- Respond to inquiries regarding school transfers within the district and between districts.
- Provide coverage for the transcript office as needed

**Education and/or Experience**

- 2 years of post-secondary education or any combination of applicable experience and education
- 2-3 years of experience with student information automated systems in a school district or related setting

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**Knowledge, Skills & Abilities**

- Proficient working with a culturally, ethnically, racially and socioeconomically diverse school community
- Ability to communicate effectively with diverse populations
- Ability to follow written and verbal instructions
- Ability to relate with others and present a positive interaction in a professional manner with public, peers, and administration in all communication
- Ability to exercise confidentiality in handling School District information
- Ability to work collaboratively with office and district staff
- Excellent oral and written communication skills
- Familiarity with procedures for enrollment, attendance, scheduling and/or previous work
- Ability to be flexible and have a willingness to undertake a variety of tasks sometimes at the direction of more than one person
- Ability to handle multiple tasks at once while dealing with constant interruptions
- In-depth knowledge of Microsoft Office applications and Google apps
- Strong skills in organization, proofreading, and creative thought including systems thinking and problem solving
- Knowledge of general office software and/or specific program software
- Office organizational and time management skills
- Detail orientated with excellent accuracy skills
- Ability to initiate, prioritize and complete tasks in a timely manner

**Physical Demands:**

- Position involves listening, speaking clearly and visual acuity
- Position involves extended periods of sitting while working with computers
- Position involves frequent fingering keys repetitive motions operation computers or other technology equipment
- Position involves occasional lifting up to 10 pounds of office supplies or mail

**Work Environment**

- Normal office conditions
- Position may travel between buildings as needed