



## STUDENT DATA CLERK 3

Job Code: 045SD3  
Bargaining Unit: 01  
Effective Date: 12/26/2007

### Description of Work

#### General Statement of Duties

Perform skilled clerical work involving reviewing student residency to verify District residency; maintaining student records for tuition billing purposes; and perform other related duties as assigned.

#### Supervision Received

Work under the general supervision of the Minnesota Automated Reporting Student System (MARSS) unit supervisor.

#### Supervision Exercised

None.

### Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Review and confirm District residency for students who are out of district placements, open enrollment students who attend non-district schools, charter school students or other situation when students attend school outside the District.

Contact staff at other school districts, the state, private facilities, police and probation officers and others as necessary to determine legal residence within city boundaries and tuition billing costs.

Maintain records of non-resident students who attend school Saint Paul Public Schools (SPPS); ensure that tuition agreements are established with the other districts.

Enter student membership data on the district student data system and other electronic files as necessary.

Review tuition agreements; verify the accuracy of tuition invoices; correct errors; forward approved tuition invoices to the appropriate department for payment.

Compile information and prepare student data reports, including enrollment, average daily attendance, services received, service locations and tuition charges; submit these reports for review as necessary; generate electronic reports for the state that generate funding and tuition reimbursement.

## **STUDENT DATA CLERK 3**

### **Typical Duties Performed (continued)**

Compare MARSS reports of districts providing services to SPPS students and resolve any discrepancies.

Serve as a resource relating to student residency requirements and tuition billing; respond to questions/inquiries from staff of other districts, charter school representatives, parents and others as appropriate.

Maintain spreadsheets and databases for student data record keeping as necessary.

Perform other related duties as assigned.

### **Knowledge, Skills and Abilities**

Working knowledge of student data reporting.

Working knowledge of student information databases.

Working knowledge of MARSS requirements and coding and related policies and procedures and other state and federal student reporting laws, rules and regulations.

Working knowledge of district policies and procedures.

Considerable skill in the operation of a computer to maintain data and generate reports.

Ability to communicate effectively, both orally and in writing.

Ability to interact effectively with school staff, outside agencies, parents and others representing diverse cultural and ethnic backgrounds.

Ability to perform work that requires close attention to detail and to meet absolute deadlines.

Ability to follow complex oral and written instructions.

### **Minimum Qualifications**

High school graduation and four years of clerical experience, at least one of which must have involved the coding and maintaining of student records or other complex records on a computerized system.