

Cape Girardeau Public School District No. 63
Job Description

Job Title: Core Data/MOSIS Specialist

Terms of Employment: 12 month contract; 260 days

FLSA Status: Exempt

Reports to: Superintendent

Brief Description of Position:

The Core Data/MOSIS Specialist is responsible for collecting and entering district data into the DESE Core Data/MOSIS state reporting system, the training of district staff regarding data input, and the management of student data. The specialist will assist the Superintendent in the daily operation of the district by providing a wide variety of complex and confidential administrative support. The specialist has a high level of responsibility and interaction with the Board of Education, school district administrators, outside governmental agencies, the public, and the news media.

Required Qualifications:

- High School diploma or equivalent; supplemented by coursework or training in business office management organization and supervision, and related technical skill areas.
- Project management skills
- 2-4 years experience in student information systems such as Infinite Campus, Tyler SIS K-12, etc.
- Proficiency in Microsoft Office programs including Word, Excel, PowerPoint and other Microsoft Office programs.
- Ability to communicate clearly and concisely, both orally and in writing.
- Demonstrate analytical and problem-solving skills.
- Must maintain a high level of ethical behavior and confidentiality of information as required by law.
- Demonstrate excellent organizational and planning skills; including ability to prioritize.
- Ability to work well under pressure.
- Ability to work with others on multiple tasks/projects and complete assignments with specified deadlines.
- Ability to lead and offer guidance to others.
- Ability to read and interpret documents such as instructions and state statutes.
- Ability to meet and effectively deal with the general public in a courteous manner.

Preferred Qualifications:

- Post-secondary education
- Proficiency in Core Data/MOSIS and SIS data entry, reports and submissions program.
- School district experience using student information system currently in use by the district is highly desirable.

Essential Duties and Responsibilities:

- Coordinate the compilation and submission of student and district data to DESE through the Core Data and MOSIS collection system.
- Maintain information to complete timely state reporting through MOSIS to ensure proper levels of state and federal funding based on Core Data submissions.
- Research and remain up-to-date with changes and new developments in state reporting.
- Report changes in DESE rules to district administrators, principals and staff.
- Supervise and train building-level staff to ensure SIS data is entered correctly and in a timely manner for state reporting.
- Work with administrators and other staff as related to Core Data/MOSIS.
- Determine causes of error messages and state level violations within MOSIS and SIS data and correct accordingly.
- Work closely with assistant superintendents on state reporting issues.
- Alert appropriate administrator(s) of data findings that may adversely affect the district APR.
- Assist in projections of enrollment, attendance, etc., requiring adjustment of variables.
- Provide data and reports for various departments, schools and outside agencies.
- Manage DESE user accounts and permissions.
- Participate in professional development regarding Core Data/MOSIS.
- Supports the Superintendent and the Board of Education for the purpose of providing assistance with their functions and responsibilities.
- Compiles data from a wide variety of diversified sources (e.g. staff, Board members, community organizations, legislature, government agencies, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for superintendent and school board.
- Researches a variety of topics (e.g. current practices, policies, education codes, board agenda items, parental complaints, legal updates, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Coordinates and schedules a wide variety of projects, activities and/or events for the Superintendent and the Board (e.g. board agenda, meetings, appointments, receptions, luncheons, workshops, travel/accommodations, etc.) for the purpose of making necessary arrangements for the Superintendent, other administrators and/or board members.
- Prepares and maintains a wide variety of complex manual and electronic documents, files and records (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, legislative information, databases, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with board policy and legal requirements.
- Monitors a variety of activities on behalf of the Superintendent and the Board of Education (e.g. procedures, policy statements, public relations issues, meeting arrangements, account balances, etc.)
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

- Processes a wide variety of complex documents and materials (e.g. requisitions, travel reimbursements, budget transfers, etc.)
- Represents the Superintendent in his/her absence for the purpose of addressing matters that require immediate attention.
- Responds to a wide variety of calls, concern and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Perform other related duties, as assigned, for the purpose of ensuring the efficient, effective functioning of the work unit.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to travel between multiple locations.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
 Human Resource Coordinator