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FLOODWOOD SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: District Administrative Assistant/MARSS Coordinator/Enrollment

REPORTS TO: Superintendent

JOB GOALS: To assist district administration in the day to day operation of the school district, manage student reporting and enrollment, assist in school board needs and management of all meetings and any other tasks needed for district operations and management. Dependable, able to work under pressure and multi-task, be confidential, organized with attention to detail, proficient in computer/technical skills, with the ability to work independently and as a part of a team.

Employee Classification:

The District Administrative Assistant position is non-exempt pursuant to the Fair Labor Standards Act. All non exempt employees are required to track hours worked ~~by clocking in and out. utilizing the timecard system that is located in the office work room.~~ Non exempt staff will submit a biweekly timecard utilizing the punch clock system to the business office to calculate payroll. If a punch is missed, employees need to contact administration to confirm time of arrival or departure and allow a manual entry of hours on a timecard. Overtime is any hours being requested to work by administration beyond 40 hours per week. Employees MUST receive prior approval by administration to work any overtime. Any overtime would be according to the Fair Labor Standards Act (FLSA) and would require prior approval by administration.

POSITION RESPONSIBILITIES:

Duties include, but are not limited to:

1. Assist Superintendent and School Board Chair with development of all board meeting agendas, minutes and preparation of attachments. This includes historical tracking of items needing attention throughout the year to assure all time frames are met for annual board action items.
2. Assist with the development of agendas, minutes and preparation of attachments for committee meetings as needed.
3. Maintain Boardbook and Boardbook administration as well as permanent records for all board meetings for the district.
4. Develop and manage School Board meeting calendars as well as notifications of any changes to board meetings throughout the year through appropriate means.
5. Act as the school district's election clerk to administer and facilitate elections including, but limited to, assuring all documents are created and filed and processes are followed with guidance of state and county election officials, facilitating all election duties if a special election is needed and maintaining records as needed for all school district elections.
6. Perform or assist with all reporting for the district including, but not limited to, the following: MARSS, Ed-Fi, S-EBT, CRDC, Pathways/ELSA, Homeschool, Census, ECFE and MCCC.
7. Perform or assist in any annual reporting, surveys or documentation requested for the Minnesota Department of Education.
8. Act as the EDIAM IOWA proxy on behalf of the Superintendent when needed and maintain all district information through MDE.

9. Facilitate all human resource functions of personnel files, new hire paperwork, posting of open positions, assist in interview management, track license renewals for certified staff, assist with Out of Field permissions and variance needs and contract and assignment sheet preparation and tracking.
10. Maintain and assist staff with all communication needs for the district including, but not limited to ~~social media, official newspaper, alerts, signage and community boards~~, administration for district email systems, phone extension list and the district website.
11. Manage all student enrollment systems including, but not limited to new enrollments, collection of student records, creating and maintaining student, staff and parent accounts through Infinite Campus, permanent cumulative files for all students and all annual documentation needs for enrolled students prior to the school year beginning.
12. Manage transcript and records requests.
13. Be point of contact for Infinite Campus needs and district set up within the system.
- ~~14. Manage and coordinate student and staff picture days and upload photos for the district enrollment system, staff and student ID's and any other photo needs.~~
15. Create school calendar.
16. Assist with annual changes to all school handbooks.
17. **Manages the Wellness Committee. This includes development of agendas and notes from committee meetings, and completion of the Triennial Assessment.**
18. Manage and maintain all district policies are up to date with all legislative changes through board action and make available to the public.
19. Assist school counselor with graduation management and ordering (diplomas, cords, medallions, Val/Sal etc).
20. Manage and coordinate administration of Early Childhood Screenings documentation and records.
21. Manage and maintain a variety of systems including, but not limited to, district security camera, door systems, bell schedule **and key administration and transportation requests.**
22. Assist with development of new district forms, annual documents or letters to families and procedures for a variety of departments.
23. Assist in coverage for the school secretary if needed.
24. Assist in coverage for the School Nurse if needed.
25. Maintain proper retention of all areas within the job description.
26. Assist with Back to School Open House.
- ~~27. Prepare conference schedules for Parent/Guardian/Teacher Conferences.~~
28. Assist Superintendent and Principal with any additional needs.
29. Perform other related duties as assigned.