CEDAR MOUNTAIN PUBLIC SCHOOLS

ISD 2754

Cedar Mountain District Office
PO Box 188
Morgan, MN 56266
Phone: (507) 249-5990
Fax: (507) 249-3149

Cedar Mountain Middle/High School
PO Box 188
Morgan, MN 56266
Phone: (507) 249-5880
Fax: (507) 249-5887

Cedar Mountain Elementary School
PO Box 38
Franklin, MN 55333
Phone: (507) 557-2251
Fax: (507) 557-2116

Administrative Assistant to the Elementary Principal & MARSS/Ed-Fi Coordinator
Classification: Clerical/Administrative Support
FLSA Status: Non-Exempt
Reports To: Elementary Principal

Position Summary

Under the general supervision of the Elementary Principal, the Administrative Assistant provides advanced clerical and technical support to ensure efficient operation of the elementary school office. Primary responsibilities include student information system management, MARSS and Ed-Fi reporting, attendance processing, building access coordination, and daily office operations. The position requires accuracy, confidentiality, independent judgment, and compliance with district policies.

Essential Duties and Responsibilities

Administrative and Office Support

- Provide clerical and operational support to the Elementary Principal.
- Serve as primary contact for students, staff, parents/guardians, and visitors.
- Prepare correspondence, reports, and related documents.
- Maintain confidential student and district records in accordance with state and federal data privacy laws.

Student Information Systems and Attendance

- Process student enrollments and withdrawals.
- Maintain school calendars, classroom sections, and teacher assignments within Infinite Campus.
- Enter and monitor daily attendance; contact parents/guardians regarding absences.
- Issue student lunch numbers and identification information.
- Generate and distribute Instant Alerts and school-wide communications as directed.

MARSS and Ed-Fi Reporting

- Maintain accurate student demographic and enrollment data for state reporting.
- Prepare, verify, and submit MARSS data in accordance with Minnesota Department of Education guidelines.
- Submit required data through Ed-Fi within established timelines.
- Work with district staff to ensure data accuracy and compliance.

Building Operations and Security

- Manage building access systems, including issuing and tracking key fobs and room keys.
- Schedule door access times as directed.
- Coordinate visitor check-in procedures and manage deliveries.
- Support district safety and security protocols.

Operational Support

John Cselovszki	Tony Miller	Julia Garms	Jeremy Robinson
Superintendent	6-12 Principal	PreK-5 Principal	Athletic Director
jcselovszki@cedarmt.org	tmiller@cedarmt.org	jgarms@cedarmt.org	jrobinson@cedarmt.org

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- Troubleshoot copier and printer issues and coordinate vendor service calls.
- Process purchase orders and requisitions in accordance with district procedures.
- Order and maintain office and school supplies.
- Retrieve and distribute mail; complete banking tasks as assigned.

Health Office Support

- Provide clerical and basic support coverage for the elementary nurse when assigned to another building or absent.
- Follow district procedures when responding to student health needs and communicating with families.

Required Qualifications

- High school diploma or equivalent.
- Clerical or administrative support experience.
- Proficiency with office software applications.
- Ability to maintain confidentiality in accordance with the Minnesota Government Data Practices Act.

Preferred Qualifications

- Post-secondary education in business or office administration.
- Experience in a school setting.
- Experience with Infinite Campus or comparable student information systems.
- Knowledge of MARSS and Ed-Fi reporting processes.

Knowledge, Skills, and Abilities

- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and frequent interruptions.
- Ability to interpret and apply district procedures and reporting requirements.
- Ability to work independently and exercise sound judgment.
- Effective communication and customer service skills.

Physical Requirements

Regular sitting, standing, walking, and keyboarding; occasional lifting up to 25 pounds; ability to work in a high-traffic school office environment.

Terms and Conditions of Employment

Work year, hours, wage placement, and benefits are governed by the current AFSCME Master Agreement. Evaluation shall be conducted in accordance with district policy and the applicable collective bargaining agreement.

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Superintendent
jcselovszki@cedarmt.org

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