SEDALIA SCHOOL DISTRICT #200

Job Title: Administrative Assistant II – MOSIS/Core Data & SISK12

Job Overview
- Administrative Asst II salary schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment in May
- Reports to Asst. Superintendent

Qualifications
- High school graduate or equivalent
- Expertise in Microsoft Applications
- Expertise in Google Applications
- Ability to organize and plan effectively
- Ability to maintain accurate records
- Work well with others
- Work with little to no supervision
- Maintain confidentiality in all aspects
- Possess an ethical and professional attitude toward colleagues and the policies of the District

Responsibilities and Duties
- MOSIS/CORE DATA
    - Assume all responsibilities to assure accurate reporting of data to DESE thru the MOSIS and Core Data cycles
    - Research and remain up-to-date with the changes in the reporting items
    - Work with administrators and other staff as related to MOSIS and Core Data
    - Participate in professional development regarding MOSIS/Core Data
    - Maintain and monitor records pertaining to MOSIS/Core Data in SISFIN
    - Monitor data entry in SISK12 regarding MOSIS/Core Data
    - ADA & attendance monitoring
    - Direct Certification for Food Service
    - OCR – Student Data
    - Assessment Pre-coding as requested by Directors of Curriculum

- SISK12 Coordinator
    - Coordination of SISK12 through maintenance and training
    - Assume all responsibilities for all areas of SISK12
    - Work with administrators, coordinators, and other staff in regards to updates, issues, accurate and timely data entry by means of training and professional development sessions
    - Troubleshoot and resolve end user issues.

- Pulse: Manage and coordinate Pulse program for SISK12

- District Calendar: Assist in preparation of district school calendar

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- Summer School
    - Work with administrators and other staff in the preparation of summer school
    - Maintain the necessary records for summer school data reporting thru MOSIS

- Tuition: Maintain all records for proper billing of tuition for non-resident students

- Transportation
    - Bus ridership
    - Bus mileage
    - Bus evacuation drills

- Meetings
    - Administrative Asst. Back to School Meeting
    - Superintendent Advisory Council
    - SCEA Superintendent meeting
    - Calendar Committee

- Audit
    - Prepare data and reports for audit purposes
    - Report changes, i.e. attendance, that may affect audit once audit has been finalized.

- Student Work Permits

- Assist other office staff as needed

DISCLAIMER
- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.