



Student Data Support Specialist

STRIDE Academy is looking for an anticipated Student Support Specialist to begin on or around **Nov 1, 2022** to support the school in maintaining accurate records. Must have good communication and interpersonal skills.

STRIDE Academy MISSION: *STRIDE Academy nurtures individuals while fostering leadership and empowering students to obtain their highest potential in a family-centered environment.*

Start Date: November 1, 2022

Salary / Hourly Rate Range: Starting \$22/hr, full wage dependent on qualifications and experience

Work Week: M-F, 210 Days a Year, Follows the School Calendar, May require additional hours as needed.

Work Hours: 8 hrs/day

Student Level: Kindergarten through 8th Grade

Position Summary:

Provide support for the school/district to ensure the smooth and efficient operations of student information, provide clerical support to the building staff, and maintain accurate school records.

Minimum Education and /or Experience:

- High School diploma or equivalent
- 2 Year or Associates Degree Preferred
- Needs to be proficient (or be able to acquire proficiency) in using Skyward, MARSS, ED-FI, Mn MCC with strong technology and communication skills.

Essential Functions:

- Support transcript/ records requests
- Assist in the school enrollment process and communication
- Manage/support Skyward scheduling/course building
- Maintain accurate records with MARSS/MDE
- Assist with transportation records/assignments
- Support administration with student information requests
- As needed, work with front office staff to assist during busy times
- Work with all office equipment, i.e. copiers, printers, fax, and computers
- Perform other related work when apparent or assigned.

Application procedure:

- Apply online at www.strideacademy.org
- Internal Applicants must complete the Internal Application