**Neshoba County School District**

**Job Description**

**Position Title:** MSIS/SAM Coordinator

**Title Of Supervisor:** Assistant Superintendent

**General Responsibilities: A**ssist guidance counselors, principals, and district personnel in maintaining accurate student records in MSIS and SAM.

**Salary:** Neshoba County School District Salary Scale

**Qualifications:**

1. Minimum of a High School Diploma or equivalent;
2. Proficient typing and filing skills;
3. Ability to communicate effectively;
4. High degree of professionalism;
5. Technology skills.

**Essential Duties and Responsibilities:**

1. Keeps an accurate account of all records within SAMs and MSIS;
2. Works with guidance counselors, record clerks, and attendance secretaries to maintain accurate data in both SAMs and MSIS;
3. Provides guidance and training for other personnel in regards to SAMs and MSIS;
4. Updates District/School Demographics in MSIS;
5. Enters District Calendar and District Events in MSIS;
6. Enters teacher absences in MSIS on monthly basis;
7. Updates student info in MSIS when changes are made (attendance, dob, race);
8. Accurately submits monthly MSIS attendance data and reports;
9. Runs invalid data report from Sam on daily basis;
10. Sends DSD file to MSIS (daily);
11. Submits monthly MSIS reports to superintendent with ADA, enrollment, discipline, etc.;
12. Requests MSIS numbers as required and requested;
13. Sends requests for release of transfer students within MSIS;
14. Releases and transfers students as requested from other schools within MSIS;
15. Works with district payroll personnel for submission of district MSIS personnel report;
16. Enters MSIS data related to summer school program and submits final summer school program report via MSIS and to the superintendent;
17. Transfers elementary grade 5 to grade 6, middle grade 8 to grade 9 (MSIS);
18. Enters post graduate plans in MSIS;
19. Creates and send ISL files to MSIS;
20. Sends PERS file to MSIS during summer when teacher schedules have been created in SAM;
21. Enters Kindergarten information regarding whether they attended daycare, etc.;
22. Enters good cause exemption information;
23. Perform any other duties assigned by Assistant Superintendent.

Revised 6/13/2022