



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: MIS Data Clerk
Reports to: Director of Special Education

Purposes and Objectives of the Position:

The MIS Data Clerk provides student data clerical support to assist with the efficient operation of the Special Education program.

Qualifications:

- High school diploma
- Efficient computer skills with basic knowledge of software and applications

Duties and Requirements:

- Responsible for state reporting of all Special Education students.
- Provides data for Indicators 11 and 12 in SpedPRO and Skyward.
- Attends mandatory annual MIS Data Clerk Workshop provided by KSDE.
- Works closely with KIDS Administrator in obtaining KIDS numbers for newly identified students.
- Works closely with Compliance Coordinator for accuracy in reporting services students receive through district.
- Prepares data on Special Education students for audit.
- Timely reporting for December 1 Special Education Reporting.
- Responsible for maintaining all special education student records.
- Fulfills special education record requests made by other school districts, government agencies, parents, etc.
- Performs other duties as assigned.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.