



# OaklandSchools

April 8, 2022

## GENERAL ANNOUNCEMENT: POSITION OPENING

### Pupil Services Specialist

#### IN THIS ROLE:

You will provide support and assistance to Pupil Accounting and the Truancy Office. You will act as project assistant for the Oakland County Truancy Task Force and the Back to School Program. You will also coordinate the PA 102 safe schools reporting, Nonpublic School Membership Report, and Schools of Choice information as well as conduct the Section 25e (verifying student enrollment, exit date, schedule, and attendance audit), and assist with the Graduation and Dropout (GAD) audit.

#### WHAT WE NEED:

We are seeking a collaborative, highly organized, self-starter to provide support and assistance in Pupil Accounting and Truancy. Your strong project coordination, communication, and electronic database expertise will be a key in our efforts to improve accountability of student populations to all public schools/public school academies and promote positive attendance, attachment, and achievement. You will coordinate the Section 25e audit and assist with coordination of the GAD audit, including creating and maintaining the Section 25e audit process, planning, and conducting trainings and in-services for LEAs and PSAs, providing consultation and technical assistance on the interpretation of MDE/CEPI pupil accounting policies/procedures, and performing the Section 25e audit. You will inform districts of the findings of Pupil Membership Audits, and compile data for various reports, including Summaries and Surveys and the District Service Report. You will also be responsible for coordination or assisting with the coordination of the Electronic Truancy Tracking System and updating and maintaining Pupil Accounting, Office of Safe Schools, and Truancy information, forms, resources, and websites. In addition, this role maintains the Schools of Choice and Public School Academy lists, posting them on the website and responding to calls regarding schools of choice, public

school academies, and homeschooling. You will serve as a resource and collaborate with Oakland Schools' staff, local school administrators and staff, government and community agencies, universities, and professional organizations on matters related to Pupil Accounting and Truancy.

#### **WHAT YOU NEED:**

- Associate's degree required.
- Two or more years of related experience.
- Knowledge of maintaining and using secured electronic databases. Experience using CEPI applications preferred, but not required.
- Experience and skill with standard business applications.
- Ability to properly utilize tools and equipment necessary in conducting professional development workshops.
- Ability to multi-task, problem-solve, work independently, and meet deadlines.
- Ability to work with sensitive materials and maintain confidentiality
- Position requires sitting at a computer for extended periods of time.

#### **WHAT WE PROVIDE:**

\$24.69 - \$28.65 hourly rate with the potential to earn up to \$30.86 per hour based on annual step increases/ Non-Exempt position / 12-month work year

Oakland Schools offers company paid coverage for life insurance, short and long-term disability, well-being benefits and leave days. In addition, Oakland Schools offers comprehensive medical coverage or a cash in lieu benefit, dental, vision, additional life insurance, health savings account, flexible spending accounts, pet insurance, legal plan, college savings plans, tax-sheltered annuity (TSA) plans and the Office of Retirement Services retirement plans.

#### **WHO WE ARE:**

Oakland Schools is a regional service agency that offers support services to school personnel that are best delivered regionally and provide cost, size, and quality advantages to those we serve. Oakland Schools is an autonomous, tax-supported public school district governed by Michigan General School Laws and is one of 56 intermediate school districts (ISDs) established in Michigan in 1962.

Our organizational focus is centered on these central objectives:

- Increase student achievement
- Serve diverse needs of schools
- Decrease costs/increase efficiencies

### **WORK LOCATION:**

Oakland Schools Main Campus, District and School Services Department

2111 Pontiac Lake Road, Waterford, MI 48328

### **APPLICATION INSTRUCTIONS:**

Letters of interest and resumes will be accepted until 4 pm, Friday, April 22, 2022, or until position is filled.

### **[CLICK HERE TO APPLY!](#)**

**NOTE:** Recruitment for this position may be a multi-step process. Interested candidates must be available to interview on **May 16 – 18, 2022** and may need to be available on **May 20, 2022**, at the Oakland Schools, Main Campus (2111 Pontiac Lake Road, Waterford, MI).

You will need to create an account with a username and password. Once your account has been created, you may return to update your application, add attachments, or view your application. You may exit the program at any time and return to complete it at your convenience. Once you have completed your application, you may apply for any open position. While logged-in click on the Jobs tab and All Jobs to select the jobs for which you would like to apply.

Note: You will need to select **NON-CERTIFIED** as one of your applicant types to be able to view and apply for this position. For questions regarding this position please contact Alicia Beck at 248.209.2143.

Oakland Schools does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, genetic information, or disability in its programs, services, activities, or employment opportunities. Inquiries related to employment discrimination should be directed to the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at 248.209.2429. Title IX complaints should be directed to the Title IX Coordinator at 248.209.2590. For all other

inquiries related to discrimination, contact the Executive Director of Legal Affairs at 248.209.2062. All complaints may be addressed to 2111 Pontiac Lake Road, Waterford, MI 48328-2736.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.