|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Pupil Accounting/Database Auditor** | | | | |
| **Position Goal(s)/Summary:** | | | | |
| To train school site staff in enrollment and attendance systems and procedures, complete pupil accounting and database functions including the preparation of audit findings, and assists in the reporting of assessment results | | | | |
| **Supervision:** | | | | |
| **Reports to:** Director of General Education | | | | |
| **Supervises:** N/A | | | | |
| **Key Responsibilities:** | | | | **Evidence of Performance:** |
| Provide planning and preparation support for assigned processes and programs | | | | Assist and comply with standards in the preparation of grant applications, reports, and evaluations  Prepare publications (annual report, school improvement report) as assigned  Manage and provide student assessment information through development and manipulation of student databases |
| Communicate in a positive, professional and friendly manner when working with local schools and service agencies | | | | Provide positive interactions with LEA, ISD, staff  Create a positive learning environment during professional development activities/trainings  Provide technical support (training and resources) for the needs of electronic and traditional reporting to the Michigan Department of Education  Provide technical support and follow requirements for Pupil Accounting  Maintain, update, circulate materials and keep portions of web site current |
| Conduct and certify all Pupil Accounting Audits | | | | Support Free Lunch Direct Certification on behalf of local districts  Develop audit format, questionnaires and worksheets  Extract a variety of enrollment/attendance data from district database and prepare special audits and reports  Assist with tracking, compiling, and maintaining instructional minutes for all district school sites |
| Maintain a high level of professionalism in the development and implementation of all programs, and create a positive image of the ISD to the general public while insuring quality programming for all students | | | | Attend scheduled administrative/staff meetings  Facilitate meetings for local staff on pupil accounting needs and state reporting systems  Strive for improvement through participation in professional growth activities |
| **General Responsibilities:** | | | | |
| * Problem solve a wide range of challenges encountered in delivery of services * Be well organized and work effectively with specific timelines * Demonstrate effective interpersonal and teamwork skills * Assist in the development of long range planning and technology projects * Present a positive image of the ISD * Maintain a high level of professionalism and commitment to the mission and vision of the ISD * Keep up to date professionally * Other duties as may be assigned | | | | |
| **Educational Requirements:** | | | | |
| High School Diploma or GED  Vocational School or some college classes  Associate’s Degree or equivalent  Industrial or Military Certification in related field | | | Bachelor’s Degree  Master’s Degree  Other - | |
| **Minimal Qualifications:** | | | | |
|  | **Upon date of hire:** | 1. A minimum of three years satisfactory experience working within a school system 2. Must have demonstrated skills with computer applications 3. Must have demonstrated skills and knowledge of human relations 4. Must have demonstrated math, written and verbal communication skills | | |
|  | **Within 90 days of hire:** | 1. Complete Bloodborne pathogens course | | |
| **Additional Requirements:** | | | | |
| * Valid MI State Driver’s License or State ID * Must have own transportation to and from assignments * Ability to Pass Criminal History Check | | | | |