



WATERFORD SCHOOL DISTRICT

NOTICE OF VACANCY

Internal/External

Position: Central Enrollment and Pupil Accounting Coordinator

Location: Kurzman Administration Services, Crary Campus

Summary: The Central Enrollment and Pupil Accounting Coordinator is responsible for central enrollment and pupil accounting for the district.

Qualifications:

- Bachelor's Degree or relevant PreK-12 school experience
- Pupil Accounting certification preferred
- Experience with MIStar preferred
- Excellent oral and written communication, group leadership and team management skills
- Deliver exceptional customer service to all families and employees
- Ability to manage multiple priorities and function independently
- Interacts professionally and positively with staff, parents and students
- Demonstrated competency in Microsoft Office suite, especially in Outlook, Word and Excel
- Ability to develop positive relationships with schools and community stakeholders
- Knowledge of state law and Board of Education policies pertaining to pupil accounting
- Strong mathematical computation and analytical skills to interpret data

Essential Functions:

- Responsible for Waterford School District Central Enrollment
- Responsible for WSD Pupil Accounting submissions and all mandatory state reports to the Michigan Student Data System
- Responsible for submission of days and clock hours, 75% attendance report, graduation and dropout report, annual calendar, and district planning form to Oakland Schools
- Coordinate internal and external audits including MSDS and GAD

- Monitor district's student information systems (MIStar) to ensure general education and special education information is accurate and error free for state submission
- Responsible for students under McKinney Vento, Foster Care, and Schools of Choice programs
- Coordinate pupil accounting training for building staff for October and February general collections
- Create and maintain student registration forms for online and in-person enrollments
- Participate in county and state professional development training pertaining to pupil accounting and state reporting
- Responsible for communicating and maintaining all student records and residency compliance standards with building leadership
- Responsible for student waiver requests
- Job duties to be performed in person at the employer work location
- Other duties as assigned

Reports To: Executive Director of Human Resources

Workday/Week: Monday – Friday

Starting Date: Immediately

Compensation: \$65,000 - \$70,000

Posting Date: February 15, 2022

Posting Deadline: March 1, 2022 or until filled

Internal and external candidates may apply by visiting www.waterford.k12.mi.us and selecting the icon "Employment" and next, "Non-Certified". Include letter of intent, resume, and letter(s) of reference with the application. Employment is contingent upon receiving all required documentation (e.g., criminal background investigation and fingerprint records.)

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