Position Title: **Student Information Specialist**
Department: K-12 Programs & Finance
Reports To: Associate Superintendent of Business & Operations / Assistant Superintendent of K-12 Programs
Prepared By: Meaghan Gauthier Date: July 28, 2023
Reviewed By: Mary Lyon Date: July 28, 2023

**SUMMARY:**
The Student Information Specialist provides leadership in all aspects of pupil accounting and state and federal reporting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.
- Maintains integrity of all confidential material.
- Maintains general information and knowledge of pupil accounting operations within the school district, Educational Service District, State of Michigan, and US Dept of Education.
- Performs data quality checks to ensure integrity and accuracy of all student data.
- Provides leadership to building level secretaries in the following areas: pupil accounting, CEPI, CTEIS, CRDC, VersaTrans and Family Educational Rights and Privacy Act (FERPA).
- Provides training and assistance to secretaries and building administrators for pupil accounting related functions, state and federal reporting requirements, SIS, and other software programs such as Microsoft Office and Google,and student data..
- Attends workshops related to student accounting, CEPI, and Data Hub, and disseminates information to building level secretaries and administrators.
- Coordinates count day activities and other state/federal reporting activities for each school building.
- Audits and prepares pupil accounting documents prior to submission.
- Prepares and maintains information and reports on graduation/dropout rates, days/clock hours of instruction, enrollment figures and other student related data.
- Prepares, maintains, and submits state and federal reporting requirements including, but not limited to:
  - Fall/Spring/EOY Count
  - TSDL
  - SID
  - 31a At-Risk
  - 3rd grade retention
  - CRDC (bi-annually)
  - CTEIS
  - Michigan Data Hub
  - Graduation and Drop-out
  - 23a
  - All other submissions as required by the State of Michigan and US Dept of Education
- Prepares and updates student data for district and state assessments, including MSTEP, MME, SAT, and other assessments as appropriate.
- Work in collaboration with the Student Information Generalist.
QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Bachelor's Degree preferred. Associates degree required. 2-3 years of office management experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Completion of the MSBO Pupil Accounting Specialist certification program is required.

LANGUAGE SKILLS:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the organization.

MATHEMATICAl SKILLS:
Ability to calculate figures and amounts such as Full-Time Equivalency, discounts, interest, proportions, and percentages. Ability to apply concepts of basic algebra.

REASONING ABILITY:
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:
Must be a self-starter with an ability to multi-task in order to learn the scope of the job. Must have strong communication skills, both written and oral, with good grammar, spelling, and punctuation. Mastery of Microsoft Word, Excel and Google Suite (or comparable word processing, spreadsheet and database) programs. Must have the ability to learn and utilize new software programs as systems are upgraded. Ability to apply knowledge of current research and theory in the specific field. Ability to establish and maintain effective working relationships with staff, parents, and community. Ability to perform duties with awareness of all district requirements, Board of Education policies, and FERPA regulations.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or non-prescription controlled substance use and/or abuse in the workplace throughout his/her employment in the District.
The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.