

Office of Human Resources
31301 Evergreen Road, Beverly Hills, MI 48025

POSITION:	Pupil Accounting Specialist & Administrative Assistant to The Deputy Superintendent	LOCATION:	Administration Building
SALARY:	OP12, Grade 4: \$42,834 to \$58,160	POSTING DATE:	May 16, 2024
		DEADLINE:	May 31, 2024
SCHEDULE:	12 Month (July 1 – June 30, 2024)	START DATE:	June 2024

JOB SUMMARY: Provides executive assistant services to the Deputy Superintendent and coordinates communications between the Deputy, school sites and other divisions of the District Office including the Superintendent. Operationalizes a commitment to serving the needs of teachers, administrators and the public, while maintaining the policies and procedures of the Birmingham Public Schools. Maintains a high-quality customer- service stance at all times and works effectively with people representing diverse cultures, perspectives and needs. Assists the deputy with all aspects of the budget and paperwork associated with the budget from this office. Serves as the District Pupil Accounting Specialist and oversees the administrative entry and submission of all Title Grants.

MAJOR DUTIES & RESPONSIBILITIES:

- 1. Serves as liaison between school administrators, building staff, the public and the Deputy Superintendent**
 - Serves as “first responder” to inquiries from the public or schools; takes initiative to solve problems that can be dealt with directly and/or directs calls and inquires appropriately.
- 2. Produces high quality documents, materials and publications**
 - Is confident and proficient in all aspects of Microsoft Office; composes initial drafts of letters and memos as appropriate; creates and manipulates spreadsheets and databases to represent information in useful ways; creates graphics that communicate information effectively for publications and presentations.
 - Demonstrates facility or willingness to learn quickly with Google Suite and Microsoft products.
 - Assists administrators in the preparation and submission of annual reports required by the State of Michigan.
 - Prepares and maintains confidential information pertaining to employees, board members, students, district plans, etc.
- 3. Oversees Pupil Accounting for the District**
 - Assists with the Pupil Accounting process providing support to the buildings in all aspects of pupil membership count day reporting; assisting in the securing of student UIC codes, verifying the accuracy of the reports provided by each building, and maintain the necessary documentation as required for pupil accounting desk and field audits.
 - Assist with the maintenance of the English Language Learners LEP identification and historical data as required to meet local, state and federal reporting guidelines.
 - Assist with the maintenance and transmittal of student transcripts for the purpose of assisting BPS
 - Attend meetings as required to maintain up to date knowledge on Pupil Accounting procedures and processes.
- 4. Coordinates Professional Development Activities Associated with the Deputy Superintendent**
 - Produces and organizes materials, secures meeting space necessary technology; orders meals; coordinates with schools as necessary to arrange substitutes or compensation for participants.

5. Provides support to Deputy Superintendent and Superintendent office

- Assists in the maintenance and familiarity with the organizational structure, functions, policies and regulations of the school district and educational laws.
- Monitors and maintains district operating accounts supervised by the deputy superintendent.
- Assists the deputy superintendent in addressing all correspondence, calls, office contacts and related communications.
- Manages deputy superintendent's schedule and electronic calendar.
- Maintain a calendar to perform annual tasks.
- Facilitates district review/response to Michigan Freedom of Information Act (FOIA) requests.
- Performs other job-related duties as requested by the deputy superintendent or superintendent.

QUALIFICATIONS & SKILL REQUIREMENTS:

1. High school graduate, with some college required. Minimum of associate's degree preferred.
2. Five years of experience as secretary/administrative assistant.
3. Strong problem-solving skills with concentrated attention to details.
4. Previous Pupil Accounting experience strongly preferred.
5. Knowledge and proficiency in Microsoft applications such as Word, Excel, PowerPoint.
6. Mathematical and reasoning skills required including ability to apply concepts such as fractions, percentages, ratios, and proportions.
7. Excellent oral and written communication skills.
8. Possess a working knowledge and meaningful experience in PowerSchool.
9. Ability to work in a fast-paced environment performing multiple tasks and meet required deadlines with accuracy and an attention to detail.
10. Maintain hard copy and electronic files for record keeping, correspondence and reports related to Pupil Accounting.
11. Ability to work with other individuals within various departments as required for Pupil Accounting reporting.
12. Ability to work and communicate with the general public in courteous and professional manner.

WORK SCHEDULE: Twelve months (July 1 through June 30); flexible work hours are expected.

SALARY AND BENEFITS:

Appropriate placement on Grade 4 of the Operational Assistants' Salary Schedule (\$42,834 to \$58,160). Comprehensive fringe benefits include medical, dental and vision insurance, long-term disability insurance; life insurance and paid time off.

METHOD OF APPLICATION:

Interested candidates meeting the above qualifications must complete the entire online application on the [Oakland Schools](#) website by the deadline listed. In addition, upload your **LETTER OF INTEREST, CURRENT RESUME and LETTERS OF REFERENCE.**

BIRMINGHAM PUBLIC SCHOOLS NOTICE OF NONDISCRIMINATION

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Students - Inquiries related to discrimination on the basis of disability should be directed to: Executive Director of Special Education, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Direct all other inquiries related to discrimination to: Assistant Superintendent of Human Resources, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000.