Charleston County SCHOOL DISTRICT

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| **POSITION:** Pupil Accounting Officer | **DBM (PAY GRADE):** C51 |
| **DEPARTMENT/SCHOOL:** Student Information | **ADDRESS:** 3999 Bridgeview Drive, N. Charleston, SC 29405 |
| **REPORTS TO (TITLE):** Director of Student Information | **ANNUAL WORKDAYS:** 240 Day |
| **POSITION CATEGORY:** Non-Certified Administrator | **FLSA STATUS:** Exempt |

## POSITION SUMMARY:

To ensure that membership, attendance and program participation data for every student served by the Charleston County School District is accounted for correctly to meet federal, state, and local district requirements for funding, accountability, and program evaluation.

## MINIMUM REQUIRED QUALIFICATIONS:

***EDUCATION:*** Other

***WORK EXPERIENCE & SKILLS:***

Bachelor's degree with three (3)+ years of experience entering and reviewing data in a student information system;

OR

Associate degree with five (5)+ years of experience entering and reviewing data in a student information system; and

Strong interpersonal skills; ability to handle multiple deadlines and tasks simultaneously; excellent organizational skills.

***CERTIFICATION/ENDORSEMENT/LICENSING:***

## PRIMARY POSITION RESPONSIBILITIES: (15 MAX)

Pupil Accounting for Routing Operations, Major Projects and Initiatives
• Create forms to collect student participation data for coding in the student data system (PowerSchool)
• Create standard operating procedures
• Assist with the design of automated solutions to meet data collection, validation, monitoring and reporting requirements.
• Collaborate with program managers to develop procedures for routine operations and new initiatives
• Participate on major district project teams
Subject Matter Expert and Compliance Monitoring
• State EFA/EIA funding requirements and reporting
• Student enrollment/registration, withdrawal, transfers
• Attendance and truancy
• Elementary scheduling
• Special Program coding
• Discipline and truancy coding and reporting
• Data Stewardship and compliance with regulations related to the privacy and protection of student data
Federal, State and Local Reporting
• Oversee the collection of quarterly membership and attendance reports
• Oversee the submission of 45-day and 135-day reports to the State Department for EFA and EIA funding
• Oversee the district's Federal Impact Aid parent survey process and completion of the federal grant application
• Assist with the monitoring and reporting of students residing in local Residential Treatment Facility (RTF) and Group Homes required by the State Department
• Assist other departments and program managers with the reporting of data required by grants and government agencies.
Enrollment Monitoring & Projections
• Oversee the creation of Quarterly Pupil Accounting Reports that present membership and attendance data by school, EFA/EIA classification and other required categories
• Participate on the district's staff allocations project team annually along with the Chief Financial Officer, Director of Finance, Human Resource Director and other key stakeholders
• Work closely with the district's Director of Finance to make decisions regarding changes in the enrollment projections

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## PRIMARY POSITION RESPONSIBILITIES (15 MAX), CONTINUED:

• Project enrollment based on historical data for use in testing the soundness of projections submitted by school principals and program managers
• Oversee the process for collecting, calculating and reporting enrollment projection for the coming school year
• Oversee the process for collecting actual enrollment during the first ten days of school and conduct physical head counts to verify reported enrollment upon the request of the Director of Finance.
• Collect data and maintain the database of students approved to attend magnet schools and other district choice programs
• Monitor and report data on the district's transfer request system (inter-district and intra-district transfers; requests to transfer out of the district, County Board appeals)
Develop and Manage Office Budget - $251,000 + GOF
• Indirectly supervise 150+ Data Clerks, Registrars and others responsible for the collection, data entry, and/or reporting of data required for funding, accountability and program evaluation purposes
Develop Curriculum and Train Data Entry/Reporting Personnel
• Oversee the in-service training of Data Clerks and Registrars
• Oversee the training program for new Data Clerks and Registrars
• Create training for staff responsible for new initiatives, special programs, and major projects

## PREFERRED QUALIFICATIONS & OTHER SKILLS:

## SECONDARY POSITION RESPONSIBILITIES:

Data Requests
• Respond to requests for data from the Superintendent, program managers, grant writers, the media, the Department of Social Services and others
Support to Schools and Central Staff Offices
• Assist principals and other administrators with resolving issues related to enrollment, attendance and other processes as needed
• Collaborate with other departments to improve processes with internal and external stakeholders
• Assist schools with the development and improvement of administrative processes

## SUPERVISION RESPONSIBILITY (IF APPLICABLE):

Direct Reports: 4 # of Classified Hourly 0 # of Administrators or Teachers

## PHYSICAL/MENTAL REQUIREMENTS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will occasionally lift and/or move up to 25 pounds such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision and distance vision.

This also includes the capacity to understand, remember, and carry out job-related instructions; maintain attention and concentration sufficient to complete assigned tasks; exercise sound judgment; manage multiple priorities; and respond appropriately to changing work demands. The position requires the ability to communicate effectively, solve problems, and interact professionally with students, staff, administrators, and the public in a variety of settings, including situations that may involve time-sensitive deadlines or heightened levels of activity.

*NOTE: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.*

**APPROVED BY AND REVISED DATE:** Cathleen Milne, 2/19/2026