

Gratiot-Isabella RESD

Position Title: Regional Pupil Accounting and Membership Specialist

Reports To: Associate Superintendent of Educational Innovation &

Technology

SUMMARY:

The role entails creating processes for Schools of Choice, including documents, communication, and training for local districts. Other primary responsibilities include working collaboratively with the Pupil Accounting Coordinator to provide support, and training for pupil accounting, state reporting, and guidance on student information systems to local districts. Additionally, the role involves reviewing state reporting & pupil accounting data and certifying state reports within the Gratiot-Isabella RESD.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned
Schools of Choice

- Create and distribute Schools of Choice yearly brochure and maintain updated information for the Gratiot-Isabella RESD website.
- Implement and update on-line Schools of Choice applications for each district.
- Provide support to district staff regarding Schools of Choice and training for new staff on the Schools of Choice process.
- Create and maintain *unlimited and limited* updates for the School of Choice for all local districts to comply with the State of Michigan requirements.

Pupil Accounting

- Assists with developing agendas and gathering information and co-facilitating for quarterly Regional Pupil Accounting meetings.
- Cross-trained to cover the Regional Pupil Accounting & Membership Coordinator, as needed.
- Serve as the alternate to attending Michigan PowerSchool focus group monthly meetings.
- Assist and prepare training and documentation offered to local district new administrative assistants.
- Provide on-site training and on-call support to local districts for Enrollment Express & Ecollect Forms and Level Data.
- Provide support to local districts for PowerSchool, Pupil Accounting, and State Reporting.
- Possess a working knowledge of EdPlan, PowerSchool, Pupil Accounting, State Reporting, CEPI, and MSDS applications to help submit collections.

- Verification, processing, uploading, and certifying data from local districts for the following collections:
- Fall, Spring, End of Year General Collections, Early Roster, Student Record Maintenance (SRM), Section 25e, Teacher Student Data Link (TSDL- general and migrant) collections, Graduation and Dropout (GAD), Unique Identifier Code (UIC) Resolution, Section 53 (special education), Early Childhood (32P block grant- special education) and Early Childhood Collection..

SUPERVISORY RESPONSIBILITIES:

None

EDUCATION and EXPERIENCE:

High school diploma or general education degree (GED) and one to three years of related experience and training.

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High school diploma or general education degree (GED) and one to three years of business related experience and training. MSBO Pupil Accounting Certifications preferred, Required completion within 3-5 years.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret government regulations and applicable law. Ability to write reports, business correspondence, and procedural manuals. Ability to effectively present information and respond to questions from groups of administrators, teachers, school staff, students, families and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Applying 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, or schedule form.

OTHER SKILLS and ABILITIES:

Ability to pass a typing test of 55 words per minute. Ability to operate a personal computer and all related software. Ability to develop effective working relationships with GIRESD and local district staff. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. 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 is occasionally required to stand, walk, and reach with hands and arms. Occasionally the employee will type for long periods of time. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

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 essential functions.