10/26/2026 TO 11/8/2026 **NOTICE OF VACANCY** **INTERNAL & EXTERNAL**

TAYLOR SCHOOL DISTRICT

PERSONNEL MEMORANDUM

POSITION: Director of Pupil Accounting and Student Services

REPORTS TO: Assistant Superintendent of Instruction

PREFERRED MINIMUM QUALIFICATIONS:

1. BS in related field, i.e. accounting, business, administration.
2. 3-5 years experience in pupil accounting – principles, practices and methods.
3. 3-5 years administrative experience including budget preparation and forecasting, district boundary changes and program analysis, student projections, and reports.
4. 3-5 years administrative experience in school calendar creation – meet with unions to discuss the future school calendar and bell schedules.
5. Proven working knowledge of the MISTAR (or similar) Student Information System.
6. Knowledge with creating a school calendar and bell schedules for the District.
7. Knowledge of JIRA Help Desk ticket system for MISTAR inquiries.
8. Proven working knowledge with school district enrollment projections for future years.
9. Excellent verbal and written communication skills.
10. Working knowledge and experience using personal computers and related software programs, such as Microsoft Office 2007 (Word, Power Point, Excel, Access), and state specific software such as XML Editor, Oxygen XML, Macomb MSDS Data Management Program, CEPI - Michigan Student Data System (MSDS), EEM, GAD, SID, TSDL, SEC 25e, UIC, Sect. 23a, Sect. 64b, etc.
11. Ability to deal with sensitive material in a confidential manner.
12. Certification with MSBO – Pupil Accounting Specialist (PAS)
13. Such alternatives to the above qualifications as the Taylor School District may find appropriate and acceptable.

PRIMARY FUNCTION:

Oversee all operations in connection with membership counts including central registration and the student information system. The Director of Pupil Accounting and Student Services will train and supervise staff, develop and initiate systems, policies, and procedures to ensure that the pupil membership is accurate and in compliance with Michigan Department of Education State School Aid Act, Revised School Code, and Attorney General Opinions.

DUTIES, RESPONSIBILITIES & EXPECTATIONS:

1. General Education, Special Education, and Pre-school Pupil Enrollment: Supervise all enrollment/accounting staff. Active involvement with parents and staff in central registration to ensure pupil eligibility requirements for membership purposes and compliance.
2. Maintain Parent Connection (Parent Portal) and Student Connection; Update Student Connect and Parent Connect PIN and passwords. Staff training as required.
3. Maintain street index for school boundaries.
4. MICR system Administrator.

5. Responsible for coordination, collection, submission and timely completion of MSDS (State) Reporting to CEPI of Count Day data/reports to include 1st Wednesday in October 2nd Wednesday in February, and June 30th reporting. Verification and updates of the district's School Code Master (SCM). Training and support for updates to SID (April 1 – June 30th), as well as Early Childhood, Early Roster and Student Record Maintenance updates for the listed above collections.
6. Responsible for Unique Identification Code Application and Resolution (UIC).
7. Maintain Educational Entity Master (EEM)
8. Responsible for reporting Supplemental Nutrition Eligibility (SNE) and uploading the Direct Certification file into the Student Information System on a monthly basis.
9. Responsible for reporting Graduation Cohort information (GAD) and all GAD Audits.
10. Maintain membership in the Michigan Pupil Accounting and Attendance Association (MPAAA); attend all meetings and MSDS and MSBO workshops.
11. Responsible for the Civil Rights Report, OCR, CRDC report.
12. Responsible for the TSDL report and submission from June-August.
13. Responsible for all Section 25e claims and submissions from October to February.
14. Responsible for all Summer Transcripts and Report Cards.
15. Responsible for creating the school calendar to meet the minimum number of days and hours.
16. Responsible for submitting enrollment projections.
17. Maintain and update the district's pupil accounting website.
18. Responsible for the JIRA MISTAR help desk ticket system.
19. Responsible for the collection and uploading of all Lifetouch student pictures into the MISTAR Student Information System.
20. Responsible for MiSTAR year-end rollover in August and the setup of MiSTAR future tracks in December.
21. System Administrator of the Student Information System (Zangle/MiSTAR). Provide training, support, and establish procedures for all aspects of the student information system including: Web administration, front office, student connect, parent connect, and teacher connect.
22. Oversight and supervision of CA-60 /student record retention, graduate and non-graduate transcript distribution and scanning of all CA 60's.
23. Direct, coordinate and maintain all incoming residency and enrollment issues (Schools of Choice, Waivers/Releases, Home Schooling, Guardianships, Foreign Exchange students, etc.).
24. Assist with CTEIS reports related to Student Data.
25. Attend annual Audits at building level as needed.
26. Assist Administrators with reporting Attendance & Truancy in conjunction with local law enforcement and county prosecutor.
27. Work with testing coordinator to submit and monitor all formal testing student rosters and testing accountability. (WIDA, M-STEP, MiAccess, PSAT, SAT, Early Literacy) in BAA site.

BASE RATE OF PAY:

Per TACSA Contract (2026-2027) N2 $84,985.00 - $97,943.00

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PERSONNEL MEMORANDUM

APPLICATION PROCEDURE:

Only those candidates which provide the requested information will be considered.

Internal/External Candidates:

You must provide your letter of interest, resume and photographic evidence of meeting the minimal qualifications i.e. copies of diplomas, educational transcripts, certifications and licensure via AppliTrack at:

https://www.taylorschools.net/careers

DEADLINE FOR RECEIVING APPLICATIONS IS NOVEMBER 8, 2026

NOTICE OF NON-DISCRIMINATION

The Taylor School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, “Protected Classes”), in its programs and activities, including employment opportunities.