



JOB POSTING

South Haven Public Schools Pupil Accounting/Data Coordinator

Central Office

Job Duties include:

Responsible for submission of data and coordination of all supporting documentation, including meeting with Auditors, for the following collections:

- Fall General Collection
- Spring General Collection
- Early Roster Collection
- Student Record Maintenance Collection
- End-of-Year Collection
- Educational Entity Master Management
- Student Information Database Collection
- Teacher-Student Data Link Collection
- Graduation and Dropout Application Management
- Civil Rights Data Collection
- Seat Time Waiver Annual Report
- Online Roster Management

Also, performs the following tasks in conjunction with the above:

- Procure UIC numbers for new students as enrolled
- Enter LEP students in SIS system
- Enter Migrant students in SIS system
- Provide SIS Support to other users
- Provide assistance with online enrollment

NWEA/Map Testing:

- Provide support to Data Software tools
- Online Testing
- Perform data analysis as requested
- Other Duties as Assigned

Qualifications:

- High School Graduate or equivalent
- Knowledge of all Microsoft Office Products/Google
- Knowledge of State reporting requirements and XML helpful
- Familiarity with Student Information Systems
- Ability to analyze data
- Strong organizational and English language skills
- Ability to maintain confidentiality

Deadline to Apply: Until Filled

***Submit Application to:** Carey Frost, Curriculum Director – cfrost@shps.org
Kelly Schriener, HR Specialist - kschriener@shps.org
South Haven Public Schools
554 Green Street
South Haven, MI 49090

*A job application can be found at <https://www.applitrack.com/shps/onlineapp/>

Condition of Employment: Fingerprinting is REQUIRED for all new school employees. South Haven Public Schools shall not discriminate in its policies and practices with respect to compensation, terms or conditions of employment because of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes").

8/7/25