

Telephone: 906-863-5665



Fax: 906-863-7776

JOB POSTING

- POSITION:** DATA/PUPIL ACCOUNTING COORDINATOR, Full-time
- QUALIFICATIONS:** Minimum of an Associate Degree. Bachelor Degree preferred.
- SKILLS REQUIRED:** Ideal candidate will be proficient in multiple software data systems, strong data entry, communication skills, and detail oriented. School information software systems preferred. Must be dependable and have strict adherence to confidentiality and high ethical standards.
- SALARY:** Commensurate with education and experience. Excellent benefit package.
- POSTED:** June 18, 2024
- DEADLINE:** June 30, 2024
- APPLY TO:** Menominee County Intermediate School District
Attn: Janene
1201 – 41st Avenue
Menominee, MI 49858
careers@mc-isd.org

Notice of Non-discrimination

It is the policy of Menominee County Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources/Office Manager, 1201 41st Ave, Menominee, MI, 49858. (906) 863-5665. MCISD is an E.O.E.



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Intermediate School District

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Menominee MI 49858

www.mc-isd.org

TITLE: Data/Pupil Accounting Coordinator

QUALIFICATIONS: Associates Degree required, Bachelor's degree preferred

REPORT TO: Special Education Director

GENERAL SUMMARY: This position is responsible for the management of the special education software platform, as well as pupil accounting duties throughout the MCISD.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Special Education:

- Answer daily questions from ISD and LEA staff regarding special education compliance for all students served
- Assist in updating and distributing of special education forms on multiple platforms
- Provide inter office support
- Process all incoming special education transfers & referrals and review for accuracy and compliance
- Maintain interagency filing system in Google Drive
- Maintain & coordinate quarterly Staff Pool List (SPL) & Calendars to MIAOP
- Assist LEAs with SPL and Calendar maintenance
- Maintain EdPlan/Easy IEP including:
 - Attend all Easy IEP webinars & trainings for upcoming changes and discussions
 - Add and train all new users; Add and maintain all new students
 - Maintain caseloads and permissions based on IEP/3-Year assignments
 - Provide technical support for ISD and LEA staff
 - Update school calendars regularly to generate accurate timelines; Perform annual maintenance tasks
- Monthly compliance checks of all ISD and LEA service providers
- Regularly run reports to analyze a variety of data points for compliance and pupil accounting purposes
- Maintain and backup documentation as required
- ISD Testing Coordinator- annual order of testing materials for state alternative assessments on ISD center-based students, review LEA documentation for multiple points of compliance for testing, and assist test administrators with navigating State testing sites

Pupil Accounting/Pupil Auditing

- Distribute appropriate forms to ISD classroom teachers for count
- Review all ISD count splits/MSDS reporting from EdPlan
- Verify teacher's attendance records
- Upload and Certify ISD data to MSDS/CEPI including Triannual General Collections; Triannual Early Childhood Collections; Annual Teacher/Student Data Link Collections; Student Record Maintenance Collections
- Submit MCISD Civil Rights Data Collection (CRDC) and also provide support to LEAs with CRDC
- Train LEA staff on proper PowerSchool steps/Google Drive submission of pupil accounting data for the collection, in addition to any new legislative guidance from MDE
- Create and distribute required count Google Forms for every LEA for each auditable count period
- Maintain pupil accounting Google Drive of each school building and LEA for each count

- Perform desk audits on all LEA Buildings following both General Collections
 - Submit audit information to CEPI via MSDS; adjust FTE counts when necessary
- Perform field audits on a scheduled basis for LEA Buildings during Fall General Collection
 - Requires travel to district, viewing & keeping copies of information in CA-60's, ensuring all proper documentation was completed to claim funding on students and face to face fraud prevention interviews.
- Compile audited information every 2-3 years for State of Michigan Pupil Quality Control Audits
- Process, assist, and audit all Section 25e funding claims from and against LEAs between Fall and Spring collection
- Audit and assist LEAs with district calendars and bell schedules to ensure compliance with Days & Clock Hours requirements
- Audit the GAD annually for each LEA
- Maintain membership in the MPAAA (Michigan Pupil Accounting & Attendance Association)
 - Attend all conferences (Fall & Spring) to stay abreast of legislative changes affecting Pupil Accounting & Auditing and disseminate all required information to ISD and LEA staff
- Other duties as assigned

REQUIREMENTS:

- Maintain confidentiality; Regular and reliable attendance; Occasional travel
- Possess valid driver's license and maintain all required professional licensure
- Pass all required background checks
- Ability to work independently and as part of a team
- Ability to communicate effectively at all organizational levels; Excellent verbal and written skills
Ability to multitask; Ability to carry out duties as assigned
- Ability to complete assigned tasks with and without direct supervision
- Ability to integrate technology into everyday workflow
- Ability to develop and maintain successful working relationships with ISD and LEA staff
- Practice safe work habits
- Advise and assist school districts on all pupil accounting matters
- Act as a point of contact for all special education related database matters
- Comprehend, interpret and implement rules, policies, regulations, and guidelines
- Occasional irregular or extended work hours to meet multiple demands
- Assist in maintaining MC-ISD website
- Carry out the mission and values of the MC-ISD

TERMS OF EMPLOYMENT: In accordance with Employee Contract.

EVALUATION: Performance will be evaluated in accordance with provisions of the Board Policy.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I am aware of and have the opportunity to review the Menominee County Intermediate School District Bylaws and Policies which are housed in the Superintendent and Departmental Offices during normal business hours.

Signature Date

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