



Enrollment, Attendance & Pupil Membership Specialist

The Education Achievement Authority of Michigan is a new statewide school system that is responsible for the lowest 5 percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school years and will be expanded to include low performing schools throughout Michigan as new schools are assigned by the Michigan Department of Education.

JOB TITLE: Enrollment, Attendance & Pupil Membership Specialist

REPORTS TO: Deputy Chancellor, Instructional Support & Educational Accountability or his/her designee

SUMMARY

This position will be responsible for the submission of the reports needed to satisfy the State Reporting requirements (MSDS) as well as the review and submission of Pupil Accounting documentation as identified in the Michigan Department of Education Pupil Accounting Manual.

This position supports the Student Information System (currently PowerSchool) with the goal of providing sustainable and reliable data and resources to district teachers and administrators. In addition, this position supports a variety to data systems related to pre-enrollment, enrollment and attendance procedures.

Duties and Responsibilities:

1. Assists in the development and coordination of data exchange between databases and data sources internal and external, within the district and the State of Michigan.
2. Prepares, submits, verifies and certifies student data submissions for required state reports: 3 General Collections, 3 Early Childhood Collections, Teacher Student Data Link (TSDL), Early Roster, Student Record Maintenance (SRM), Graduation and Drop Out (GAD), and Unique Identifier Code (UIC) requests and resolutions.
3. Function as a system admin for PowerSchool and other state reporting databases.
4. Manages Reporting and Coordination between Student Information System and Michigan Student Data System (MSDS), Graduation and Drop Out (GAD), UIC resolver, Days and Clock Hours (D/CH), Civil Rights Data Collection (CRDC), Supplemental Nutrition Eligibility (SNE),
5. Assist in the training of all attendance personnel in all schools within the district for Count Day purposes.
6. Create and maintain user accounts and assign security.
7. Monitor FTE reconciliations and pupil membership audit reviews per building.

8. Ability to retrieve past enrollment and attendance data for various data collections required.
9. Provide support and training to maintain accurate data in PowerSchool.
10. Knowledge of CEPI, BAA and MSDS applications to submit the collections.
11. Prepare, identify and submit student data submissions, TSDL, Early Roster, Student Record Maintenance and Pupil Accounting documentation.
12. Receive and verify monthly, periodic (biweekly) and annual pupil attendance reports from all schools for auditing purposes.
13. Maintain active and inactive pupil registration files, database and spreadsheet records for the purpose of creating and extracting data for state reporting purposes.
14. Interact with district office and school site personnel and other school districts, regarding pupil enrollment, transfer and placement of Student Services functions.

Qualifications:

1. Bachelor of Arts/Bachelor of Science
2. Knowledge of the tools of management, such as PowerSchool, Bureau of Assessment & Accountability (BAA), Michigan Student Data System (MSDS), Educational Entity Master (EEM), and Center for Educational Performance and Information (CEPI) for use in evaluating programs or services.
3. 3 – 5 years related experience; or equivalent combination of education and experience.
4. Requires strong technical and analytical skills.
5. In-depth knowledge of MSDS, CEPI, Power School, Michigan Pupil Accounting Guidelines.
6. Familiarity with various types and sources of education information, including school attendance and state-level assessment data files.
7. Excellent public relations skills to develop and maintain positive relationships with district staff and internal central office.
8. Comfortable working independently, with experience working in team environment.

FILING DEADLINE: Posted until filled
SALARY: Commensurate with experience.
LENGTH OF WORK YEAR: 220 days pro-rated based on number of days after being hired
EFFECTIVE DATE: Immediately

METHOD OF APPLICATION:

All interested candidates should submit a letter of interest and current resume to:

Eaajobs@eaaofmichigan.org