



WATERFORD SCHOOL DISTRICT

NOTICE OF VACANCY

Internal/External

Position: Central Enrollment and Pupil Accounting Assistant Supervisor

Location: Kurzman Administration Services, Crary Campus

Summary: The Assistant Supervisor of Central Enrollment and Pupil Accounting supports the Supervisor in overseeing district-wide enrollment operations and state reporting. This role balances high-level data management in the Michigan Student Data System (MSDS) with the operational supervision of student registration, residency verification, and pupil accounting compliance. Most importantly, the Assistant Supervisor plays a vital role in welcoming families as they join the district, ensuring the enrollment process reflects the Waterford School District's commitment to an inclusive environment grounded in trust, respect, and belonging.

Qualifications:

- Associate's or Bachelor's degree preferred
- Highly skilled in Microsoft Office and Google Suites
- Strong mathematical, analytical, and critical thinking skills to interpret data
- Commitment to maintaining confidentiality and FERPA compliance
- Excellent oral and written communication
- Commitment to building and maintaining positive relationships, and providing exceptional customer service to staff, community, families, and students
- Works well in teams as well as independently
- Self-motivated, takes direction and demonstrates initiative; able to prioritize tasks and multi-task
- Experience with MIStar student management system and MSDS preferred
- Knowledge of Michigan Pupil Accounting Guidelines and centralized enrollment procedures preferred
- Bilingual skills (English/Spanish) to support a diverse community preferred

Essential Functions:

- Manage the central enrollment process for walk-ins and online enrollment, ensuring proper documentation is obtained and entered into student database with detailed accuracy
- Oversee Student Record Maintenance (SRM) for buildings; track documentation and ensure accurate placement for testing and maintaining correct student movement data and year-end counts
- Maintain correct student address codes
- Monitor and correct "retained" and JK student statuses to ensure accurate enrollment and exiting at the beginning of the school year
- Responsible for Unique Identifier Codes (UIC) management for the district
- Process and enter all qualifying student enrollments and exits for 25e funding; verify Fall Count FTE claims from previous districts and submit certified MSDS documentation to Oakland Schools

- Manage Early Childhood Counts (3 per year) by overseeing the collection of students qualifying information, including free/reduced lunches and verifying with Stepanski ECC staff. Data entry of all students and the submission and certification in MSDS
- Assist building staff with enrollment/accounting questions and provide weekly kindergarten/JK tracking spreadsheets
- Analyze and extrapolate data as needed
- Coordinate enrollment for School of Choice, School of Selection, and Special Education students with individualized education plan (IEP) placements in collaboration with Student Support Services and appropriate administrative department
- Handle complex changes of address and residency verification
- Supervise the tracking of Residency Affidavits, Guardianship, Most Suitable Home and all other specialty enrollments, ensuring yearly renewals and proper exit procedures for non-residents
- Manage district-wide immunization records through Michigan Care Improvement Registry (MCIR), working with buildings to facilitate user permissions and to ensure at least 95% compliance
- Serve as a primary point of contact for Limited English Proficient (LEP) families, facilitating the completion of Home Language Surveys and enrollment documents
- Comply with all policies and procedures of the District
- Reflect and carry out the core values of Waterford School District
- Demonstrate regular and predictable in-person attendance
- Perform other duties as assigned by the administration

Reports To: Central Enrollment and Pupil Accounting Supervisor

Workday/Week: Monday – Friday, in-person

Starting Date: July 1, 2026

Compensation: \$52,250 - \$64,400, commensurate with experience

Posting Date: May 13, 2026

Posting Deadline: June 5, 2026

Internal and external candidates may apply by visiting www.waterford.k12.mi.us and selecting the icon “Employment” and next, “Job Postings Directory”. Include letter of intent, resume, and letter(s) of reference with the application. Employment is contingent upon receiving all required documentation (e.g., criminal background investigation and fingerprint records.)

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