



WATERFORD SCHOOL DISTRICT

NOTICE OF VACANCY

Internal/External

Position: Central Enrollment and Pupil Accounting Supervisor

Location: Kurzman Administration Services, Crary Campus

Summary: The Central Enrollment and Pupil Accounting Supervisor leads the district's enrollment department, oversees and is responsible for the accurate submission of student data to the Michigan Department of Education. This role is responsible for maintaining the MISTar student information system, managing critical reporting cycles, ensuring residency and FERPA compliance, and coordinating program management for specific student populations. Most importantly, the supervisor is critical to welcoming families as they enter the district, ensuring that the enrollment process fosters an inclusive environment grounded in trust, respect, and belonging.

Qualifications:

- Associate's degree required, bachelor's degree preferred
- Commitment to building and maintaining positive relationships, and providing exceptional customer service to staff, community, families, and students
- Evidence of excellent communication skills; written, oral and listening
- Proven leadership and team management skills
- Demonstrated competency in Microsoft Office and Google Suites, particularly in the use of databases and spreadsheets
- Effective analytical and problem-solving skills
- Self-motivated, takes direction and demonstrates initiative; able to prioritize tasks and multi-task
- Maintain confidentiality and compliance with FERPA
- Evidence of program management skills with high attention to details, organization, and successfully meeting established deadlines
- Demonstrated working knowledge of Michigan Department of Education and Michigan Pupil Accounting Guidelines and experience in creating pupil accounting reports preferred
- Michigan School Business Officials Pupil Accounting certification preferred
- Experience with MISTar student information system preferred
- Bilingual skills (English/Spanish) to support a diverse community preferred

Essential Functions:

- Responsible for Waterford School District Central Enrollment Department
- Responsible for WSD Pupil Accounting; coordinates, and accurately submits student data as required by the Michigan Department of Education, working collaboratively with all school buildings including data submission of all K-12 students, special education, alternative education, supplemental nutrition, LEP, early childhood, school of choice and non-resident students
- Submission and certification of Pupil Accounting reports, such as days and clock hours, 75% attendance report, graduation and dropout report, annual calendar, and district planning form to Oakland Schools Intermediate School District
- Manages internal and external audits including MSDS and GAD

- Monitor district’s student information systems (MiStar) to ensure general education and special education information is accurate and error free for state submission
- Responsible for enrollment and program management of students under McKinney Vento, Foster Care, and Schools of Choice programs
- Responsible for training district staff on McKinney Vento requirements
- Update and coordinate resources for McKinney Vento families and students
- Home visits to McKinney Vento families and students
- Coordinate transportation when required for McKinney Vento students
- Coordinate pupil accounting training for building staff for October and February general collections
- Create and maintain student registration forms for online and in-person enrollments
- Participate in county and state professional development training pertaining to pupil accounting and state reporting
- Responsible for communicating and maintaining all student records and residency compliance standards with building leadership
- Responsible for student waiver requests
- Assure all student attendance records and data are accurate from schools in order to input correct student information and coordinate the upkeep of MiStar
- Manage and oversee the district’s Michigan Student Data System (MSDS) information including accurate maintenance of student unique identifier code (UIC)
- Assist central office administration with accessing reports pertaining to data necessary to assist in enrollment projections, residency, and other pertinent administrative functions
- Maintain and facilitate user permissions/access to Michigan Care Improvement Registry (MCIR)
- 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: Executive Director of Human Resources

Workday/Week: Monday – Friday, in-person

Starting Date: June 22, 2026

Compensation: \$70,500 - \$83,500, commensurate with experience

Posting Date: May 13, 2026

Posting Deadline: May 27, 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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