



NORTHVILLE PUBLIC SCHOOL DISTRICT

Human Resources
405 W. Main St.
Northville, Michigan 48167

NON-CERTIFIED POSTING

DATE: February XX, 2026

POSITION: DISTRICT COORDINATOR of STUDENT RECORDS & INSTRUCTIONAL DATA

SALARY RANGE: \$57,000 – \$70,000 - commensurate with experience

EXPECTED START DATE: IMMEDIATELY

MINIMUM QUALIFICATIONS:

- Associate's degree or demonstrated advanced knowledge and training in pupil accounting submissions and student management system maintenance
- Computer skills particularly in the use of databases and spreadsheets
- Microsoft Excel
- Ability to import/export data; create queries, forms and reports
- Use of Pivot Tables
- Evidence of effective communication skills, written verbal and listening
- Commitment to maintaining positive relationships with staff, community, and students
- Self-motivated, takes direction and demonstrates initiative; able to prioritize tasks and multi-task
- Maintain confidentiality and compliance with FERPA
- Strong organizational skills and detail oriented- attention to accurate data
- Effective analytical and problem-solving skills
- Ability to successfully complete work within established deadlines

PREFERRED QUALIFICATIONS:

- Bachelor's Degree or Higher
- Working knowledge of Michigan Pupil Accounting Guidelines and experience in creating pupil accounting reports, preferred
- Experience in creating a master schedule, course assignments, and student record management within a student management system (i.e., MiStar, Skyward, PowerSchool, etc.)
- Experience in submitting Pupil Accounting Reports to RESA/ISD Pupil Accounting Auditors.
- Experience using Student Data Management Programs (i.e., DnA - Illuminate, aimsweb Plus, MiData Hub, etc.)
- Knowledge of Michigan Department of Education Reporting expectations
- Member of Michigan Pupil Accounting and Attendance Association (MPAAA)
- Experience in an educational environment

TYPICAL DUTIES AND RESPONSIBILITIES:

The responsibilities reflected below are subject to change to meet the emerging needs of the Office of Student Records within the Office of Instruction.

1. Oversee all aspects of Pupil Accounting and reporting in compliance with Michigan Pupil Accounting Guidelines
2. Ensure compliance and reporting with school calendar and clock hours reporting / compliance
3. Prepare and certify all annual state reporting requirements including fall and spring counts, GAD, SID, TSDL, etc.

4. Coordinate and oversee Wayne RESA's annual audit of the district count submission
5. Assure that all needed data is received from schools; input student data and coordinate the upkeep of data to assure accuracy
6. Coordinate and process student schedules, report cards, progress reports, transcripts and required reports for the District and respective schools
7. Coordinate with the technology office with SIS and LMS integrations.
8. Manage and oversee the district's MSDS (Michigan Student Data System) information including accurate maintenance of student UIC's (unique identifier code)
9. Assist central office administration with reports necessary for reviewing and forecasting enrollment / staffing
10. Support student enrollments through the centralized enrollment process
11. Assist District administration with accessing reports pertaining to data necessary to assist in enrollment projections, residency, and other pertinent administrative functions
12. Coordinate and submit Civil Rights Data Collection reports
13. Perform System Administrator responsibilities for the student information system (MiStar) including management of staff permissions, year-end rollover, new year initialization, and both the Parent and Student Portals.
14. Provide training and help desk support for users of the district's student management system
15. Assist as needed with i-Ready system administration and staff credentials
16. Serve as liaison between district-wide personnel, RESA and the State
17. Create specialized reports
18. Analyze and extrapolate data as needed
19. Maintain and facilitate user permissions / access to the State's immunization reporting system (MCIR)
20. Assist the Assistant Superintendent for Instructional Services with other miscellaneous records and data support items as needed
21. Comply with all policies and procedures of the District
22. Take direction from the building and District administration
23. Reflect the core values of Northville Public Schools
24. Demonstrate the ability to accept and apply feedback
25. Demonstrate the ability to think critically and work in teams as well as independently
26. Demonstrate regular and predictable in-person attendance
27. Perform other duties as assigned by the administration

METHOD OF APPLICATION:

Interested applicants should apply through the following link:

<https://www.northvilleschools.org/departments/human-resources/employment-information>

Please upload a letter of intent, resume, transcripts (graduate and undergraduate), letters of recommendations, and District application:

Attention:

Northville Public School District
Rebecca Pek, Assistant Superintendent of Human Resources
405 West Main Street
Northville, Michigan 48167

APPLICATION DEADLINE: Until Filled

Posting Authorized: 2-xx-2026 by Rebecca Pek of Human Resources

NORTHVILLE PUBLIC SCHOOLS NON-DISCRIMINATION STATEMENT

No person applying for employment at Northville Public Schools shall, on the basis of race, color, national origin, sex (including sexual orientation and gender identity), age, religion, height, weight, marital or family status, pregnancy status, disability, military status, genetic information, or any other legally protected category, be subjected to discrimination during any program or activity or in employment.

We are an equal opportunity employer.