



OaklandSchools

September 12, 2024

GENERAL ANNOUNCEMENT: POSITION OPENING

Pupil Services Specialist

IN THIS ROLE:

Conducts and assists with state mandated pupil accounting audits including leading Section 25e audit. Serves as the data collection person for Pupil Accounting and Truancy for Oakland Schools annual reporting. Responsible for Oakland Nonpublic School Membership report. Maintains and updates Schools of Choice and Public School Academy information on OS website. Coordinates PA102 report distribution.

WHAT WE NEED:

- Conducts and trains on Section 25e audits (student enrollment, exit dates, schedules, attendance).
- Collaborates with MDE and ISDs to enhance the 25e audit process.
- Performs Pupil Membership audits and communicates findings to LEAs and PSAs.
- Assists with Graduation and Dropout audits and Exit Code Change Requests.
- Supports the creation and maintenance of a GAD audit process in line with legal and MDE/CEPI requirements.
- Assists in managing the Electronic Truancy Tracking System.
- Gathers data for Summaries, and Surveys.
- Coordinates the Oakland Nonpublic School Membership Report.
- Oversees Schools of Choice offerings for LEAs, ensuring compliance and publication on the OS website.
- Monitors and updates Public School Academy changes.
- Distributes PA102 Safe Schools reports from the Oakland County Prosecutor's Office.
- Manages website content and updates.
- Handles student records of closed schools and transcript requests for Academy of Michigan.
- Maintains knowledge of Pupil Accounting regulations and updates forms as needed.
- Supports department goals, meetings, and events; assists with multimedia presentations and materials.
- Manages departmental accounting procedures, including expenditure and budget monitoring.

- Performs other duties as assigned.

WHAT YOU NEED:

- Associates degree: business, finance or a related field preferred.
- Three or more years of related experience; experience in an educational setting and/or pupil accounting preferred.
- Knowledge of maintaining and using secure databases. Experience using CEPI applications preferred.
- Ability to properly utilize tools and equipment necessary in conducting professional development workshops.
- Position requires sitting at a computer for extended periods of time.

SALARY DETAILS:

\$26.46 - \$30.70 per hour based on relevant prior work experience, with the potential of earning up to \$33.07 hourly after employment with Oakland Schools. Non-Exempt Position / 12-month work year

WHY WORK FOR OS?

Oakland Schools offers a great benefits package for our employees! What we provide includes:

- The opportunity to enroll in a **pension plan** to help ensure your financial security
- **Quality health insurance, dental, and vision plans**
- **Generous vacation and leave time** so you can have a healthy work-life balance
- **OS-paid coverage for life insurance, short and long-term disability, and well-being benefits** including access to an Employee Assistance Program for staff and dependents
- The opportunity to buy optional health savings accounts (HSA), flexible spending accounts (FSA), pet insurance, legal insurance, college savings plans, and tax-sheltered annuity (TSA) plans
- OS provides the ability to get involved within the organization and advance your skill set with education development

WHO WE ARE:

Oakland Schools (OS) is an intermediate school district (ISD) that is focused on providing educational and technology services to local school districts in a cost-effective manner so that they can provide students with a superior education. We also operate our Oakland Schools Technical Campuses (OSTC) and Virtual Learning Academy Consortium (VLAC). Through your work at OS, you will help students have the best learning experience possible! To learn more about us, visit <https://www.oakland.k12.mi.us/about>

HOW TO APPLY:

To apply, please use the Oakland County Human Resource Consortium (OHRC) website. You can find it by [clicking here](#). You will need to make an account on the OHRC website to apply.

Oakland Schools is a member of the OHRC. Once you create your account, you will be able to apply for positions within our district as well as positions available through other member districts. All applications must be completed on the OHRC website. Please do not email or fax application materials to Oakland Schools.

POSITION DEADLINE: Applications will be accepted until the position is filled.

For questions regarding this position, please contact recruiting@oakland.k12.mi.us

In accordance with state and federal law, Oakland Schools does not discriminate, nor permit discrimination, on the basis of race, color, national origin, ethnicity, religion, sex, pregnancy or parental status, gender identity, gender expression, sexual orientation, disability, age, height, weight, marital status, military service, veteran status, genetic information, or any other legally protected status, in its educational programs and activities, employment, or enrollment. The District also provides equal access to the Boy Scouts and other designated youth groups. For questions or complaints regarding unlawful discrimination or harassment, employees should contact the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at (248) 209-2429 or HR@oakland.k12.mi.us. Students and others should contact the Civil Rights/Title IX Coordinator at (248) 209-2590 or Jacqueline.Zablocki@oakland.k12.mi.us.

This job posting is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.