



Warren Woods Public Schools

Human Resources Department

NOTICE OF VACANCY

POSTING DATE:	July 22, 2025	REPORTS TO:	Superintendent
POSITION:	Supervisor of Pupil Accounting	DEADLINE:	ASAP/Until Filled
SALARY/BENEFITS:	\$53,726- \$62,366 (4 Steps) Health care, dental, vision, LTD coverage and term life insurance policy.		

APPLICATION PROCESS FOR APPLICANTS: For full consideration of your candidacy please complete the entire online application on the **Warren Woods Public Schools Human Resources website** at www.warrenwoods.misd.net by the deadline.

SUMMARY: The job of Supervisor of Pupil Accounting was established for the purpose/s of managing the information needed to comply with the pupil accounting requirements of the school district, county, state, and federal government.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directs required pupil membership count day and supplemental count day activities for the purpose of compliance with state and federal reporting procedures.
- Coordinates pupil accounting audit activities between MISD and Michigan Department of Education auditors and appropriate District buildings and Departments for the purpose of assisting with an accurate audit outcome.
- Oversees all enrollment situations including non-resident tuition students, school of choice, guardianship, custody, powers of attorney, affidavits, and court placements, etc. for the purpose of maintaining accuracy in all pupil enrollment records.
- Checks agreements of non-resident students (e.g. obtaining releases from resident district, preparing tuition contracts and collects tuition) for the purpose of preparing related reports to the State of Michigan.
- Manage State mandated Center for Educational Performance and Information (CEPI) requirements, inputting data (e.g. MSDS, EEM, UIC, and GAD, etc.) for the purpose of providing accurate recordkeeping.
- Responsible for acquisition of Unique Identifier Codes (UIC) and reconciliation of duplicate UICs for the purpose of appropriate student identification and record keeping.
- Reconcile data between the 4061 report, MSDS, and TIEnet for the purpose of accurate District and State membership reporting.
- Maintain database system as related to PS, Michigan Data Hub and CRDC
- Responsible for the submission of all Michigan Student Data System (MSDS) related information (e.g. count, special education (TIEnet) and free & reduced lunch submissions, Office of Educational Assessment & Accountability (OEAA) pre-id for State assessments.) for the purpose of providing MSDS system updates in all relevant areas.
- Serves as district resource for Power School program as it relates to pupil accounting and student record keeping for the purpose of training and support of District staff.
- Assists with enrollment projections and demographic studies for the purpose of classroom scheduling and staffing allocations.
- Conducts pupil accounting in-services with appropriate District personnel for the purpose of training and distribution of information to appropriate parties.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends meetings as necessary for the purpose of communicating student information system capabilities and/or accommodating district goals.
- Communicates with and exchanges records with area police agencies for the purpose of complying with the mandates of PA 102.
- Oversees the maintenance and transmittal of student transcripts for the purpose of assisting Warren Woods Public Schools graduates.
- Supervises district and building APA's for pupil accounting and enrollment, etc.
- Performs other duties as assigned by Administration.

EDUCATION and /or EXPERIENCE:

Bachelors' degree preferred and/or extensive, successful experience in pupil accounting.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS:

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: communication, organizational, computation and record keeping skills.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information and compose a variety of documents. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: student accounting programs and requirements.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with others; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: planning and organizing.

RESPONSIBILITY

Responsibilities include: providing information and/or advising others; and operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. This job is performed in a generally clean and healthy environment. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, talk, hear, walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and educational equipment. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with students, the public and other staff.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Warren Woods School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender/sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. For information, contact (586) 439-4401.

Inquiries related to discrimination on the basis of disability should be directed to: Stacie Sward, 504 Coordinator, 12900 Frazho Rd., Warren, MI 48089. (586) 439-4464.

Direct all other inquiries related to any other discrimination to: Stacey Denewith-Fici, Superintendent, 12900 Frazho Rd., Warren, MI 48089. (586) 439-4417
