

P L E A S E P O S T

LEA STUDENT DATA SPECIALIST/AUDITOR

Date Posted: December 20, 2017
Closing Date: January 12, 2018 or Until Filled
Anticipated Start Date: As soon as possible
Department: Technology
Work Year: 52 Weeks

Summary: This employee may be assigned to work any combination of student data reporting and pupil auditing responsibilities. As a Student Data Specialist, the employee assists one or more local school districts and public school academies (“LEAs”) in meeting student data reporting requirements, with an emphasis on ensuring the LEA reports the most reliable data possible to the state and federal agencies in the manner and within the timelines required. This employee will work with the JCISD staff and LEA personnel to set up best practices for data quality, processes, and procedures working within the LEA’s structure and resources. The employee will work cooperatively with LEA administration and staff to ensure that data reporting requirements are satisfied. As an Auditor, the employee will provide pupil accounting auditing services to one or more (different) Jackson county LEAs. The employee will provide related training and troubleshooting services to LEA staff, as assigned. The employee must maintain the confidentiality of all information contained in student records.

Essential Duties and Responsibilities: *Work is performed under the general supervision of the JCISD Student Data Supervisor and JCISD administration. An employee in this position may be called upon to do any or all of the following: (Does not include all tasks employee may be expected to perform.)*

Student Data Specialist:

1. Submit LEA Michigan Student Data System (MSDS) data, resolve data-related issues, and verify accuracy of MSDS data for state mandated reports.
2. Submit LEA Student Unique Identification Code (UIC) data, resolve data-related issues, and verify accuracy of UIC data.
3. Maintain LEA Supplemental Nutrition data associated with Direct Certification and produce timely and accurate Eligibility (SNE) reports.
4. Coordinate reporting of Special Education services provided to LEA students.
5. Act as LEA Coordinator for the Teacher Student Data Link (TSDL).
6. Work with designated LEA staff to satisfy state assessment reporting requirements.
7. Coordinate with LEA staff to organize and maintain the Educational Entity Master (EEM).
8. Coordinate together with LEA staff on pupil count reports and submit accurate reports to the JCISD.
9. Work with the LEA Homeless Liaison and staff to ensure accurate reports related to homeless students and services are maintained and submitted as required.
10. Work with LEA staff to ensure accurate and complete Schools of Choice reporting.
11. Facilitate with LEA administration to produce preliminary and final Graduation and Dropout (GAD) reports.
12. Ensure LEA administrators and pupil auditors have the student data needed to perform their responsibilities.

Pupil Accounting Auditor:

13. Conduct desk and field audits of state aid membership.
14. Document, accurately and succinctly, all general and specific findings resulting from each audit and prepare final reports for student counts for assigned LEAs, ISD and Michigan Department of Education (MDE).
15. Perform required Graduation and Dropout (GAD) activities, including auditing and monitoring compliance.
16. Process and complete Section 25e requests and teacher certification audits.
17. Perform required audit of LEAs' Days and Clock hours reports.
18. Facilitate and/or provide training sessions for LEA personnel responsible for preparing pupil accounting reports.
19. Serve as a resource for LEA personnel in developing procedures to ensure that eligible students are claimed for state aid.
20. Develop and update all ISD pupil accounting forms according to auditing guidelines. Maintain and update the Pupil Accounting portion of the ISD website.

General:

21. Maintain high level of knowledge of local and state regulations which impact pupil accounting and pursue ongoing professional development opportunities by attending professional conferences (such as State Reporting workshops), reviewing MDE publications and similar professional reading.
22. Prepare various correspondence and reports, as required.
23. Initiate, implement, and monitor special projects as assigned by the Student Data Supervisor, working together with local school district administration.
24. Employee travels between work sites in a personal vehicle.
25. Performs other duties as assigned by JCISD staff.

Supervisory Responsibilities: None

Routine Working Relationships: Frequently interacts with LEA Student Data Specialists and Lead Pupil Auditor.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Testing may be required for consideration.*

Education And/Or Experience: Required training includes graduation from an accredited high school or equivalent, with either an Associate's Degree or an equivalent combination of education and related work experience related to the responsibilities of this position. Must be a proficient or master user of MS Word and Excel. Successful experience performing data entry and providing customer service is required. Successful experience using PowerSchool software is preferred. Successful experience as a trainer is preferred.

Licenses and Certifications: Pupil Accounting Auditor certification preferred upon hire, but must be completed within three (3) years and maintained throughout employment in this position. The employee must have and maintain a Michigan driver's license and a good driver record.

Language Skills: Ability to read and interpret documents such as state statutes, government regulations and procedure manuals. Ability to explain data reporting requirements, clarify problems, and assist school staff in solving student data reporting problems. Must have strong communication and interpersonal skills with individuals and groups. Must be able to speak clearly and concisely both in oral and written communication. Must be able to compose business documents using good grammar, spelling and punctuation.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent. Ability to comprehend and organize data into reports.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to ask relevant questions to investigate problems and to formulate and explain solutions.

Other Skills And Abilities: Ability to establish and maintain collaborative, effective working relationships in a team environment. Employee will be helpful, respectful and approachable. Ability to work independently, manage multiple projects and tasks simultaneously, prioritize work, manage time well and meet deadline and legal requirements. Employee must be highly organized, goal oriented, and self-motivated. Employee must have strong data entry skills, and have the ability to learn and utilize new software programs. Employee must be an active learner who can demonstrate growth to meet changing job needs, and who is receptive to job-related feedback. Employee must demonstrate good judgment, resourcefulness, initiative, flexibility, maturity, reliability, responsibility, confidentiality and professionalism. Must be able to perform duties with awareness of all relevant LEA, JCISD, state and federal policies. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands.

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 regularly required to sit, talk and hear. The employee frequently is required to use hand, arm and fingers, and use a computer keyboard and mouse. The employee is occasionally required to lift and/or push up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee must be able to operate a personal motor vehicle to travel between work sites as necessary.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works inside. The noise level in the work environment is usually quiet. The employee will drive between work sites in all weather conditions.

Pre-employment Screening: Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodations) and a drug test.

Employment Date, Salary, and Fringe Benefits: Anticipated employment date is as soon as possible. This is a 52-week position. Placement on the Administrative, Technical, Operational salary schedule depends upon qualifications and experience. The anticipated new employee starting salary range is \$37,199 - \$47,121. Paid health, dental, vision, life and long-term disability insurances, sick, vacation and personal business days.

Contact: Interested parties should go to our website, www.jcisd.org to complete an online application.

APPLICATIONS ACCEPTED JANUARY 12, 2018 OR UNTIL FILLED

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.