

Union Public Schools Job Description

Position Title: Coordinator of Pupil Accounting
Department: Pupil Accounting
Reports To: Executive Director of Pupil Accounting and Grants

FLSA Designation: Exempt

SUMMARY: Coordinate the schedule and activities of the Union Enrollment Center and act as the District's residency compliance officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Administer with fairness, uniformity and equity the policies of the Board of Education concerning residency, student transfer and enrollment.
- Conduct residency investigations to ensure that students enrolled, or who are seeking enrollment in Union Public Schools, legally reside within District boundaries and are eligible for membership according to the law and Board policies.
- Monitor the compliance of students who are seeking enrollment under special circumstances.
- Assists students and guardians complete legal or procedural documents concerning Affidavits of Guardianship, Affidavits of Residency, Affidavits of Self-support, Contingent Enrollments, etc.
- Follow up regularly to determine that students are properly enrolled, or are notified of their removal from school.
- Act as the District's agent to render boundary decisions. In appeals, act as the officer of the District to present documentation and District decisions.
- Act as the District's representative at legal proceedings concerning student non-attendance issues.
- Track student enrollment information in order to accurately assist with the completion of local, state, and national reports.
- Track demographic trends and child count information for various programs.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises the equivalent of two or more full-time employees by supervising Enrollment Center office staff.

QUALIFICATIONS 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.*

EDUCATION and/or EXPERIENCE: Bachelor's degree from four-year college or university; or two (2) years related experience and/or training; or equivalent combinations of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: None

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write reports, business correspondence, memos, policies and procedures manuals.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES: Ability to operate a computer and related software. Thorough knowledge of DOS, System 7.5, Windows, and Microsoft Office. Working knowledge of Crosspointe operations, IBM Query and Crystal reporting software desired. Knowledge of public school operations desired. Ability to communicate clearly and concisely, both orally and in writing and the ability to interact with schools and community. Ability to handle a multitude of responsibilities with minimal supervision. Ability to work independently and to initiate and complete projects with little or no direct supervision. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 the job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to reach with hands and arms and stoop, kneel or crouch.

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 the public and other staff members.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those 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.*

The noise level in this work environment is quiet to loud depending upon the activity in the particular part of the day.