



NORTHVILLE PUBLIC SCHOOL DISTRICT

Human Resources
501 West Main Street
Northville, Michigan 48167

NON-CERTIFIED POSTING

TEMPORARY POSITION

DATE: September 10, 2013

POSITION: OFFICE OF INSTRUCTION – STUDENT RECORDS AND DATA SUPPORT

COMPENSATION: Negotiable based on skills and experience

EXPECTED START DATE: Immediately upon hire

DURATION: It is anticipated that this position will run through November of 2013 with some possibility of extending into December depending on need.

MINIMUM QUALIFICATIONS:

- Demonstrated knowledge and training in pupil accounting submissions and student management system maintenance.
- Working knowledge of Michigan Pupil Accounting Guidelines and experience in creating pupil accounting reports.
- Computer skills particularly in the use of databases and spreadsheets
 - Microsoft Access or SQL; Microsoft Excel
 - Ability to import/export data; create queries, forms and reports
- Maintain confidentiality
- Strong organizational skills and detail oriented- attention to accurate data
- Effective analytical and problem solving skills
- Ability to work in a fast paced, high energy environment

PREFERRED QUALIFICATIONS:

- Experience in creating a master schedule, course assignments, and student record management within a student management system (i.e. MiStar, Skyward, etc)
- Experience in Pupil Accounting and working with RESA/ISD Pupil Accounting Auditors.
- Experience using Student Data Management Programs (i.e. CLASS A, Pearson Inform, Atlas Rubicon, etc).
- Knowledge of Michigan Department of Education Reporting Expectations
- Experience leading or assisting in facilitation of small or large group training for staff.
- Member of Michigan Pupil Accounting and Attendance Association
- Database certification
- Experience in an educational environment

METHOD OF APPLICATION:

Interested applicants should apply contact the Office of Human Resources.

Northville Public School District
Mr. Dave Rodgers, Dir. of Human Resources
rodgerda@northvilleschools.org
248-344-3537

APPLICATION DEADLINE: Until Filled

Posting Authorized: 9-10-13 by Dave Rodgers, Director 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, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

We are an equal opportunity employer.