

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:** Supervisor of Child Accounting

**REPORTS TO:** Assistant Superintendent for Human Resources

**JOB SUMMARY:** Provides membership reports for state reimbursement, draws district boundaries for school attendance, and performs enrollment projections. Oversees issues regarding residency and school assignments within the district.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Collects and reports information for state reports used for reimbursement regarding academic, I.U., Vo-Tech data and health services data.
2. Responds at a district level to all schools and sites regarding attendance, registration procedures, withdrawal procedures and non-resident students.
3. Completes all verification of 4605 institutional students sent to other school districts, or to the Bethlehem Area School District from other LEAs.
4. Advises and establishes protocols in accord with state and federal laws regarding homeless children and youth.
5. Oversees the issuance of all employment certificates and answer questions from families and employers on Child Labor Law.
6. Provides transcripts to former students upon their request.
7. Maintains budgets for purchases in the Child Accounting.
8. Provides enrollment projections and various data regarding enrollment for the district.
9. Coordinates student survivorship, enrollment projections and enrollment data.
10. Oversees the forwarding of former students' records to other LEAs.
11. Maintains accurate records and bills for educational services received by students in day treatment and adolescent psychiatric units in the district.
12. Reviews and authorizes all tuition billing in and out of the district.
13. Performs other duties as assigned.

**QUALIFICATIONS:** Five (5) years experience in teaching or counseling required. Bachelor's degree in social work, psychology, or related field is required. Some experience with social services agencies and the judicial process is preferred.

**REQUIREMENTS:** Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical office environment. Subject to inside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

**COGNITIVE ABILITY:** Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

**SPECIFIC SKILLS:** Must possess leadership skills, supervisory skills, and computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

**CLASSIFICATION:** Professional staff; Noninstructional Meet and Discuss position; 12 month classification. Cabinet Code – A.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*