

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Enrollment Coordinator	REPORTS TO:	District Administrator
DEPARTMENT:	Educational Services	CLASSIFICATION:	Classified
FLSA:	Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	July 18, 2013	SALARY:	Management Tier IV Salary Schedule, Range E1

SUMMARY DEFINITION:

Serve as Enrollment Coordinator in the Student Services Department under the supervision of the Director of Student Services. Have primary responsibility for all aspects of student enrollment, placement, transfers, Caregiver Authorization Affidavits, as well as the legally mandated maintenance of the district student records; monitor state and federal requirements as they relate to student enrollment; organize office activities and coordinate the flow of communications; perform a variety of technical work for student enrollment and placement, including computer report preparation and special project assignments.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Assist in the development, evaluation, and implementation of district policies and procedures related to student enrollment and placement. **E**

Coordinate the district-wide student admissions and enrollment effort; responsible for the operations of the enrollment and placement process, including the interface between the centralized operation and the individual school sites, including procedures, training and support. **E**

Act as a liaison to assist in maintaining a rapport between the district, outside agencies, and community partners for the benefit of students and parents; work with community partnerships to meet the varied needs of students. **E**

Research and evaluate ways and means for assisting families and individuals with the enrollment process and connection with appropriate services; coordinate orientations to acclimate new families into the district. **E**

Monitor and analyze documentation for current and incoming students to assure proper placement. **E**

Provide detailed and technical information concerning District enrollment policies and procedures following established guidelines. **E**

Oversee all intra-district transfers for the district; evaluate the student transfer process and ensure the student transfer process supports district families. **E**

Collaborate with the Technology Department and other staff to promote and expand the use of technology in the delivery of the admissions and enrollment process. **E**

Coordinate the Caregiver Authorization Affidavit process according to Education Code, so an adult caregiver may enroll a child in public school, make school-related medical decisions, and make other important decision on the minor's behalf. **E**

Prepare resolutions, reports, and other agenda items for Board approval. Initiate required follow-up actions in a timely manner. **E**

Work closely with the Special Education Department to ensure timely and accurate enrollment and placement of special needs students. E

Assist in maintaining and controlling proper staffing ratios in accordance with District guidelines and State and Federal laws. E

Maintain and update policies regarding registration, student placement, and transfers as needed. E

Communicate effectively with District personnel, community members, the public, parents, and others regarding confidential or sensitive issues, according to established guidelines and procedures. E

Compose complex and general letters, memos, reports, or other materials independently, from rough draft; prepare Board and Cabinet agenda items from oral or written instructions. E

Research and compile complex information, compute statistical data, and complete reports. E

Maintain current status of State and Federal laws and regulations and take action to acquire knowledge of changes in State and Federal requirements. Use this knowledge to identify and resolve problems in the District student enrollment process. E

Train office managers, registrars, and others on the use of student information systems to facilitate enrollment procedures. E

Organize and conduct lotteries as needed. E

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

EDUCATION AND EXPERIENCE:

Bachelor of Arts or Science (BA/BS); Two years' experience in compiling and analyzing statistical information, one year experience in management and/or supervision; Expertise in the use of student information systems to ensure accurate enrollment and demographic data is input in order to produce reports.

TECHNOLOGY EQUIPMENT AND TOOL SKILLS:

Proficient ability using a personal computer, Internet, Microsoft Office programs, and student information databases. Proficiency in applicable computer software programs used by the District. Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment.

KNOWLEDGE, SKILLS, AND ABILITIES: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the essential duties of the position.

Knowledge of:

Effective management practices and supervision techniques.

Technical aspects of field or speciality.

Relevant State and Federal laws, codes, regulations and policies.

Principles, practices, and methods of public education administration.

Ability to:

Maintain open, honest communication in dealing with a variety of difficult situations.
Plan, direct, supervise, and participate in the administration of a complete enrollment system.
Communicate effectively with employees and administrators to coordinate activities and programs, resolve issues and conflicts, and exchange information.
Review/analyze complex issues, make decisions, develop implementation strategies, and bring plans to completion.
Effectively communicate orally and in written form.
Prepare and present clear, concise, and comprehensive narrative and statistical reports.
Assess the need for policy changes and develop appropriate new and revised rules and regulations.
Meet schedules and timelines.
Work in a responsible, independent manner, with minimal supervision.
Work cooperatively and communicate effectively with those contacted in the course of work.
Plan and organize work.
Select, supervise, direct and evaluate the performance of assigned staff.

Skills in:

Reading and interpreting documents such as safety rules, operating instructions, and procedure manuals including policies and procedures, equipment manuals, and collective bargaining agreements;
Writing routine draft instructions, reports and correspondence;
Speaking effectively one-on-one and/or before internal and/or external groups as needed.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Office environment with moderate noise and constant interruptions.
Drive a vehicle to schools or have reliable transportation as assigned.

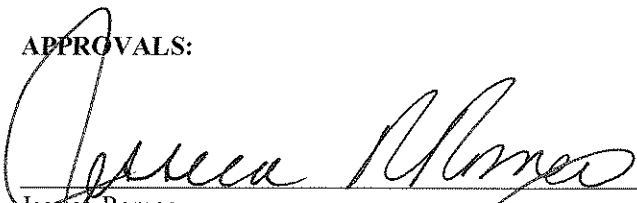
Physical Abilities:

Hearing and speaking in English to exchange information in person and on the telephone; seeing to read, prepare and proofread documents in English; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies, lifting light objects.

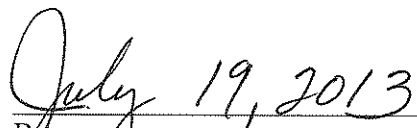
OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

APPROVALS:



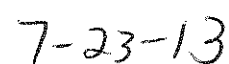
Jessica Romeo
Assistant Superintendent, Human Resources



Date



Mary Shelton
Superintendent



Date