



A World-Class Community of Learners

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE

Enrollment Coordinator

CONTRACT REFERENCE

Individual Contract

TITLE OF IMMEDIATE SUPERVISOR

Director of Educational Services

VERSION DATE

December 2015

JOB SUMMARY

Coordinates and manages district enrollment processes and data. Manages enrollment office operations.

TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Creates, updates, and manages student enrollment records. Ensures accurate student enrollment data including non-public and open enrollment.
2.	Manages accounts, rights and access to electronic enrollment system.
3.	Assists families with electronic and paper-based enrollment.
4.	Responsible for supervision, assignment, discipline, suspension, discharge, reward and direction of the work for MARSS Coordinator.
5.	Responsible for hearing Level 1 grievances for supervised employees.
6.	Make hiring recommendations for the Enrollment Center support staff.
7.	Responds to questions and inquiries about school and district programs.
8.	Schedules new student intake appointments with middle and high school deans/counselors. Notifies related services of student needs for intake and/or assessment including special education, EL, and health services.
9.	Communicate student enrollment information to Health, Nutritional Services, Transportation, Special Education, MARSS and buildings.
10.	Reviews databases and MARSS data files and reports for data integrity and accuracy.
11.	Creates and maintains hierarchy of user access groups in student management programs. Determines appropriate access level for staff accounts. Creates and maintains staff accounts in student management programs. Maintains personnel data in student management programs.

JOB TITLE

Enrollment Coordinator

CONTRACT REFERENCE

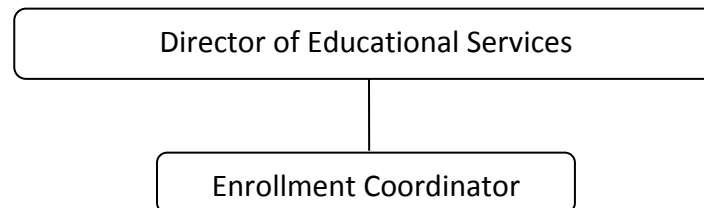
Individual Contract

– Page 2

12.	Oversees MARSS submissions for accuracy and timeliness. Collaborates with MARSS Coordinator to ensure corrections of MARSS report errors through internal data correction and individual contacts with other district representatives. Queries databases and spreadsheets to extract data for analysis and reporting.
13.	Other duties as assigned.

QUALIFICATIONS (Specific training or job experience required before appointment)

1. Minimum two year degree such as an Associate Applied Science: Business Information, Business or Information Systems, or equivalent experience.
2. Advanced knowledge of Microsoft Word, Excel, and Access.
3. Experience working in student information systems.
4. Exceptional customer service orientation.
5. Excellent oral and written communication skills.
6. Ability to relate to and communicate with staff, students and parents.
7. Patience and flexibility in working with staff, students and parents.
8. Demonstrated ability to learn new skills.
9. Familiarity with office equipment (copiers, fax, etc.)
10. Ability to keep information confidential.

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

.....

WORK DIRECTION

ADVISE/INFORM

- - - - -

PHYSICAL FACTORS

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 employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds,

JOB TITLE

Enrollment Coordinator

CONTRACT REFERENCE

Individual Contract

– Page 2

occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.