

MT. DIABLO UNIFIED SCHOOL DISTRICT

DIRECTOR, ENROLLMENT SERVICES

**Summary Definition**

Under general supervision, this position performs complex and comprehensive aspects of planning, organizing, controlling and directing the services of the Enrollment Center, assuming responsibility for the enrollment, placement, school choice, Caregiver affidavits, and transfers of students based on the district priorities and ensures contractual capacities are maintained.

**Directly Responsible : Chief, Pupil Services and Special Education**

Examples of Duties (to include, but not limited to:)

**E: Essential Functions** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

1. Responsible for the complete operation of the centralized Enrollment Center; assist in the development, evaluation, and implementation of district policies and procedures related to enrollment and placement. **E**
2. Responsible for oversight of the district-wide, student admissions and enrollment efforts and placement process, including the interface between the centralized operation and the individual school sites, including training, and support. **E**
3. Research, develop and refine enrollment procedures to assist families with the enrollment process and coordinate service to acclimate students into the district.
4. Oversee all inter and intra district transfers into and out of the district, evaluate the transfer process, ensure the transfer process supports students and encourages students to be educated in the district **E**
5. Facilitate placements of youth into specialized placements including special education, foster youth, McKinney Vento youth, Home Hospital Instruction and justice involved youth. **E**
6. Coordinate the Caregiver Affidavit process and other processes to ensure accurate and complete residency information is obtained through the enrollment process. **E**
7. Serve as the liaison between the department and other district departments, outside agencies and community organizations for the benefit of students and families. **E**
8. Conduct meetings with district staff, site administrators and site clerical staff to discuss progress, plans and suggestions for improving the enrollment process and continued residency verification processes are upheld.
9. Work collaboratively with site and district departments and families to increase school attendance and oversee attendance improvement initiatives **E**
10. Work collaboratively with site and central office personnel toward effective and efficient program implementation of family service programs; implement family

- service programs so that they are accessible and valuable to families throughout the district; facilitate ongoing support to families in all appropriate languages. E
11. Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. E
  12. Direct and assist in the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations. E
  13. Communicate and collaborate with other administrators, district personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. E
  14. Approve and supervise the production of all informational handbooks and descriptive brochures of the various programs and services related to assigned district duties including enrollment and transfers.
  15. Arranges for special inservice programs as needed.
  16. Coordinate and monitor the department's annual budget, review budgetary and financial reports for accuracy and thoroughness in accordance with established guidelines. E
  17. Attends job related meetings and activities specified by the Chief, Pupil Services and Special Education.
  18. Performs additional duties assigned by the Chief, Pupil Services and Special Education.

## **DESIRED QUALIFICATIONS**

**Education and Experience:** Post-graduate work in social services, leadership, administration, or closely related field and/or ACSA certification desirable. Four years of progressively responsible student services experiences, counseling, site leadership, or other similar positions. Prefer knowledge of California laws and procedures as related to TK-12 education, knowledge of or experience working in public education, and knowledge of practices and procedures.

Possession of an appropriate school administrative credential required.

### **Knowledge of:**

1. Ability to exhibit the qualities of leadership essential to the position.
2. Knowledge of effective employee supervision and evaluation procedures and techniques.
3. Ability to speak and write effectively.
4. Ability to work effectively with all segments of the educational community and general public.
5. Knowledge of effective student discipline and control procedures and practices.

6. Knowledge of effective strategies for identifying and addressing the needs of high risk students.
7. Knowledge of principles of organization and management.
8. Ability to assemble and analyze data, and make appropriate recommendations for action.
9. Knowledge of basic principles of effective school guidance.
10. Knowledge of the community and available resources.
11. Knowledge of the principles of staff training and development.
12. Knowledge of state and federal laws pertaining to student registration, enrollment, attendance and transfers.
13. Ability to initiate and coordinate programs and projects.
14. Knowledge of budget development, maintenance, and evaluation.
15. Ability to design and implement procedures.
16. Knowledge of school district operations and procedures.
17. Skill in translating Board and district policies to various employees, individuals and groups.

**Skill in:**

- Handling confidential information with discretion
- Establishing and maintaining effective working relationships
- Interpersonal skills using tact, patience and courtesy
- Leadership of teams and departments

**Environment**

District office environment: fast-paced work with deadlines; frequent interruptions and high demand to multi-task and complete job duties with stringent specifications; maintains high regard for exemplary customer service.

**Physical Abilities**

Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders and horizontally; lift objects weighing up to 25 pounds.

Diablo Managers Association

Range 32- 248 Days

Revised and adopted by the Board of Education: April 16, 2025