

**CLASS TITLE:**

**STUDENT ENROLLMENT COORDINATOR**

**DEFINITION:** Serve as the Enrollment Coordinator in the Student Services Department under the supervision of the Director, Student Services. Performs complex technical tasks in the student registration process. This position is responsible for developing a positive and effective function of the Enrollment Center for the enrollment and registration of students in the Mt. Diablo Unified School District. Perform specialized technical duties, lead the registration and enrollment process, assign duties to staff, provide ongoing direction to staff.

**DIRECTLY RESPONSIBLE TO**

Director, Student Services

**EXAMPLE OF DUTIES:** (To include, but not limited to)

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

- Work effectively without supervision. **E**
- Act as a liaison to assist in maintaining a rapport between the District, outside agencies, and community partners.
- Function as the point of contact for communicating and responding to inquiries from the community, agencies, and within the district. **E**
- Assist in the development, evaluation, and implementation of District policies and procedures related to student enrollment and placement. **E**
- Facilitate the enrollment process with families and ensure appropriate paperwork is completed and the families' needs are met. **E**
- Coordinate the district-wide student admissions and enrollment effort; maintain responsibility for the operations of the enrollment and placement process, including procedures, training, and support; interface between the centralized operation and the individual school sites. **E**
- Update the web pages for the Enrollment Center, newsletters, communications, etc.
- Monitor and analyze documentation for current and incoming students to assure proper placement. **E**
- Collaborate with Technology Department and other staff to promote and expand the use of technology in the delivery of the admissions and enrollment process. **E**
- Oversee all intra and inter district transfers Special Circumstances Transfers & Alternative Education Transfer for the district, evaluate the student transfer process and ensure the student transfer process supports district families. **E**

- Work closely with the Special Education Department to ensure timely and accurate enrollment and placement of special needs students. **E**
- Organize and conduct lotteries as needed for transfers. **E**
- Provide direction, information and technical assistance to staff. **E**
- Prepares resolutions, reports, and other agenda items for Board approval. **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 on the minor's behalf. **E**
- Communicate effectively with District personnel, community members, and the public. **E**
- Research and compile complex information, compute statistical data, and complex reports.
- 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**
- Ability to perform all duties of the Enrollment Specialist. **E**
- Knowledge of supervision techniques. **E**

**KNOWLEDGE OF:**

- Proficient ability using a personal computer, Internet, Microsoft Office programs, Google Doc, Business Plus and student information databases. Proficiency in applicable computer software programs used by the District.
- Office management, secretarial procedure and practices
- English grammar, punctuation and spelling
- Policies, laws and regulative procedures
- District organization and operations

**SKILLS IN:**

- Handling confidential material with discretion.
- Establishing and maintaining effective working relationships.
- Work independently and proactively.
- Understanding and carrying out oral and written instructions.
- Communicating interpersonally and to make group presentations.
- Dexterity of hands and fingers to operate a computer keyboard and manipulate paper.

**EDUCATION & EXPERIENCE:**

Any combination of education, training and/or experience equivalent to a Bachelor/Associate Degree and three (3) years of responsible clerical experience, including at least two years of experience working student's registration and record keeping involving public contact in a

school district. Expertise in the use of student information systems to ensure accurate enrollment and demographic data is input in order to produce reports.

**SAMPLE PHYSICAL ABILITIES**

Hear and speak to make presentations and 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 and to observe other personnel; 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.

**CST Salary Range: 534**

**Work Days: 260 days**

**Mt. Diablo Unified School District**

**Approved by the Board of Education on 6-22-22**