

Position: District Enrollment Specialist	Salary Range: 28
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### **Summary**

Under general supervision, the District Enrollment Specialist performs a variety of specialized and independent secretarial and administrative support duties and is responsible for the enrollment and registration of students, requesting student records, transcripts and permanent records, entering student data into the district's student system and for performing a wide variety of special and technical clerical tasks. Coordinates the flow of information among work groups; may distribute work to other support staff. Performing related duties as assigned.

### **Distinguishing Characteristics**

A District Enrollment Specialist has the ability to work independently in a high-volume office environment, with considerable interaction and interruption from students, parents, staff and community members. This position organizes multiple daily and extended tasks and projects. The District Enrollment Specialist serves as the lead administrative secretarial support for student enrollment and related functions. The District Enrollment Specialist may also provide support to various departments.

### **Essential Duties and Responsibilities**

- Performs technical and lead secretarial duties at the site level. Uses independent judgment and an understanding of site and District protocols in performing work. Depending on assignment, may organize employee workflows to maximize efficiency and meet deadlines.
- Coordinates and schedules meetings/special events as directed. Informs participants, confirming dates and times. Prepares participant information packets. Attends meetings as assigned. Records, transcribes, distributes and maintains minutes of proceedings as directed.
- Types from rough drafts or verbal instructions a variety of materials including master schedules, reports, manuals, statistical data, complex documents and other materials using appropriate software. Independently composes and distributes correspondence. May take and transcribe dictation.
- Coordinates District enrollment activities, including communications regarding enrollment activities, events and timelines to relieve the administrator of routine administrative detail. Initiates and receives telephone calls and correspondence. Provides information and resolves matters as appropriate.
- May maintain the calendar of enrollment activities; publish daily, weekly and/or monthly publications; maintain an online version of the activities calendar; and/or update designated website(s).
- Orders and distributes supplies and office materials as needed. May maintain materials and equipment inventory.
- May assist with preparation of Board of Education agenda items and reports by gathering information and documentation necessary for Board meetings.
- Prepares and distributes technical reports. Creates spreadsheets and databases as needed to perform assigned duties. Updates information and maintains data files. Accesses databases to extract information and reports supporting research and special requests.
- Receives, prepares, handles and stores confidential information. Maintains confidentiality.
- Oversees Districtwide student registration. May maintain student database and master schedule, including various student and attendance reports. May prepare student enrollment statistics and projections.
- Prepares and maintains student records; enters information according to established procedures.
- Assists parents/guardians with the registration process and verifies enrollment documents.
- Communicates with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned that support the overall objective of the position.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures

### **Qualifications**

#### **▪ Knowledge and Skills**

Requires a thorough knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of those activities associated with accounting, budget and payroll transaction processing, and statistical record keeping. Requires thorough knowledge of

proper English usage, grammar, spelling, punctuation, proofreading/editing, and basic mathematics skills. Must be skilled in using and troubleshooting standard office machines, including common business computer applications. Proficiency in using word processing, databases, desktop publishing, presentation graphics and spreadsheet applications. Must be familiar with Health and Safety regulations. Must have strong communication skills to project a positive image of the position and the District and to convey general information about the District and detailed site information to customers.

▪ **Abilities**

Requires the ability to work independently and with others. Requires the ability to analyze and troubleshoot problems within area of assignment as assigned. Requires the ability to plan, organize and prioritize work in order to meet District and site schedules and timelines. Must be able to perform office, administrative and secretarial work with speed, accuracy and thoroughness. Must be able to adapt and learn new procedures and programs as implemented by the District. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the site and District. Must be able to maintain confidentiality.

▪ **Physical Abilities**

Requires sufficient arm, hand and finger dexterity to operate keyboard, typewriter and other office equipment for extended periods of time. Requires visual acuity to read words and numbers. Must be able to speak and hear to communicate in person or over the phone. Requires sufficient movement to retrieve work materials.

▪ **Education and Experience**

High School diploma or equivalent required. Minimum of 3 years of progressively responsible secretarial and clerical experience, preferably with at least 1 year in a school setting. College credit may be substituted for some experience to a maximum of 50% of requirement for position.

▪ **Licenses and Certificates**

Depending upon assignment, a valid California driver's license and/or first aid training may be required.