

## **Vail School District Job Description**

**Job Title: DISTRICT ENROLLMENT COORDINATOR**

**Department:** Superintendent's Office

**Reports To:** Associate Superintendent

**FLSA Status:** Exempt

**Classification:** Level 22

**Approved:** 06/26/2018

### **SUMMARY**

Provides direction in K-12 student enrollment policies and procedures including new families to the district, high school choice, K-12 open enrollment, school lotteries, waitlists, inter-district transfer, and transcript evaluation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists current and prospective parents/guardians who contact the Vail School District for enrollment information including attendance boundaries, registration information, transcript evaluation, K-12 open enrollment, affidavit of residency, school choice, and/or transfer information.
- Assists families with the high school choice process, in-district high school transfers, school lottery, K-12 open enrollment and outreach to students/families affected by boundary or academic program preferences, changes in enrollment procedures and/or school overcrowding or overflow.
- Manages the high school choice, transfer and student placement/assignment process, including planning, implementation, communication, reporting and evaluation of services, making recommend changes and updates as appropriate.
- Maintains the integrity of the school choice student placement database, collect and analyze enrollment data, forecast enrollment changes, and reporting.
- Creates a welcoming environment for families who are new to the community, as well as works with parents/guardians whose students have extenuating circumstances or special needs.
- Facilitates the special education department and parents/guardians of special needs students to evaluate new high school placement and high school transfer requests.
- Coordinates community outreach activities designed to provide information to parents about district policies related to school lotteries, K-12 open enrollment, inter-district high school transfers, and student placement through the high school choice process.
- Oversees the high school choice and K-12 enrollment programs to include high school choice process, inter-district transfers, school lotteries, K-12 and McKinney Vento placements.
- Ensures District policy, State and Federal mandates for all school choice programs are being adhered to.

- Directs the creation of printed materials, website information, and communication related to K-12 enrollment.
- Tracks and forecasts K-12 student enrollment and prepare all required reports.
- Serves as the main point of contact at the district level for questions concerning enrollment and registration. Conducts and facilitates visits between families and prospective schools. Responds to parent concerns and questions via e-mail, telephone or in person.
- Establishes strong collaboration with school administration, registrar's, and staff to assign students based on seating/space availability.
- Consults and coordinates with district departments in order to refer students and their parents to programs and special services as appropriate to ensure appropriate student placement.
- Works collaboratively with high school counselors to review transcripts for the transferability of high school credit.
- Provides updates and communicate with in-district office managers and registrar's.
- Maintains records to document and track interactions and decisions; accurately enter data regarding family outreach and outcomes in a timely manner. Serves as custodian of the public records by maintaining complete record of reports and policies related to student assignments.
- Attends school choice and boundary meetings for information gathering purposes.
- Actively cultivates collaborative relationships within the community and continue to foster the relationship through ongoing communication, ie military case school liaison officer, area schools, realtors, builders, etc. to maintain communication and help to understand community needs.

### **SUPERVISORY RESPONSIBILITIES**

None.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and EXPERIENCE**

- Bachelor's Degree in education, public relations, business, marketing, or public administration and minimum two years experience in K-12 or upper education student enrollment, registration, guidance counselor, or other activities related to student enrollment or attendance.
- Experience with the District's enrollment policies and procedures, including high school choice, K-12 open enrollment, residency, school lotteries, waitlists and inter-district transfer process in addition to applicable state, federal and military laws and relevant compliance techniques associated with enrollments and choice programs.
- Or an equivalent combination of relevant education, training, and/or experience as approved by the Associate Superintendent.

**ABILITIES**

Ability to identify, plan, and coordinate all aspects of assigned activities and responsibilities. Ability to work independently and collaboratively, prioritize work, take initiative, and manage multiple tasks to meet deadlines.

This position requires flexibility with work schedules in order to meet the schedule-related needs of families. Will require working during breaks, in the early mornings, as well as evenings, or weekends.

**LANGUAGE SKILLS**

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read, analyze, and interpret a variety of correspondence, reports, forms, safety rules, operating and maintenance instructions, procedure manuals, technical procedures, and government regulations. Ability to prepare correspondence, reports, forms, evaluations, and policies; and to respond to common inquiries or complaints using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Ability to effectively communicate to a variety of audiences, including employees, students, parents, community members, Governing Board, and the general public.

**CUSTOMER SERVICE SKILLS**

Ability to manage difficult or emotional situations. Responds promptly to staff, parent/guardian, or student needs, solicits feedback to improve service. Responds to requests for service and assistance. Meets commitments.

**ETHICS, JUDGEMENT, PROFESSIONALISM**

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Demonstrates willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions. Approaches others in a respectful manner. Reacts well under pressure. Accepts responsibility for own actions.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to draw and interpret graphs.

**REASONING ABILITY**

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Proof of a valid Arizona driver's license and current automobile insurance are required.

**PHYSICAL DEMANDS**

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. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, crawl. The employee is occasionally required to taste, or smell. The employee must regularly lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Will be sitting or standing in place for several hours at a time. May work outside in all types of weather. The noise level in the work environment is usually moderate.

**TRAVEL**

This position requires the employee to be able to travel efficiently between the district office and local or regional destinations. Travel is occasional in the local area with infrequent trips within the state.