



Fremont Union High School District

Position: Manager of Enrollment and Residency

Work Year: 12 Months

Summary of Basic Functions & Responsibilities

Support the development, implementation and enforcement of student enrollment and residency verification.

Essential Duties and Responsibilities

- Coordinate enrollment/residency verification issues with Director of Business Services.
- Receive and review enrollment/residency requests.
- Develop, maintain, and manage residency database systems.
- Develop formats and procedures for entering data in the residency database.
- Prepare materials related to residency verification
- Assist with the registration process at the District Office and school sites.
- Develop procedures to verify and track immunization requirements of all new students.
- Develop procedures, protocols, and prioritization for residency checks.
- Disseminate information on residency checks to residency team.
- Oversee all residency investigations and determine if resulting evidence warrants revocation of enrollment, further investigation or termination of investigation.
- Communicate results of all investigations to appropriate district personnel and families involved in investigation.
- Review, maintain and develop documents for residency verification.
- Implement all enrollment balance/transfer plans as prescribed by the Board of Trustees
- Develop procedures and programs to follow up on new families to the country/area.
- Provide referral services for at-risk students and their families regarding school supports for both parents and students.
- Support FUHSD McKinney Vento and Foster Youth Liaisons.
- Act as a community liaison for various districtwide projects including but not limited to those involving enrollment, school boundaries and special populations.
- Develop and maintain a “Welcome” program for new students and their families through collaboration with school sites and community organizations.
- Collaborate with volunteer and school groups such as the PTSA, Student Advocates, Guidance Counselors, and Assistant Principals.
- Supervise and evaluate the staff of the Enrollment and Residency Office.

Qualifications

Education and Experience:

- Equivalent to two (2) years of college or equivalent education.
- Administrative Experience
- Desirable – bilingual in high demand language (currently Spanish or Chinese)

Licenses & Certificates:

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Personal Characteristics:

- Character, personality, appearance, and proper social capability to relate effectively with diverse staff, students, parents, and community.
- Ability to resolve conflicts in a positive manner.
- Strong communication and organization skills.