

Support VII Enrollment Specialist
New Hanover County Schools

Job Description

Class: Classified

Dept: Student Support Services

TITLE: Support Associate VII

QUALIFICATIONS:

1. High School Diploma required, Associate degree preferred.
2. Five or more years of experience in an office environment with responsibility for complex duties. Prefer experience with student support services in a school district or office.
3. Effective communication and computer skills.

REPORTS TO: Deputy Superintendent

JOB GOAL: To assist with all aspects of Student Support Services and maintain an enrollment database for New Hanover County School System.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow the rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to student support.
2. Maintain strict confidentiality regarding all student information.
3. Develop and maintain a district wide enrollment database .
4. Guide parents/legal guardians through the choice school options offered by New Hanover County Schools.
5. Assist schools and parent/legal guardians with enrollment issues.
6. Administer the lotteries for NHCS choice options.
7. Assist school system with the district rapid communication system.
8. Prepare projections for the next year for each school. Monitor enrollment numbers throughout the summer and adjust projections accordingly.
9. Review and ensure the accuracy of outgoing correspondence, records and reports regarding enrollment.

10. Responsible for communicating with parents/guardians and school administrators regarding choice options and lottery results.
11. Performs other related duties and responsibilities as assigned by the Deputy Superintendent.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: 12 month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 71

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and precisely, both orally and in writing with school personnel parents, central office staff and others.
- Demonstrate considerable knowledge of computers and all aspects of Microsoft Office Professional Software Programs.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Ability to learn, interpret and explain policies, regulations and procedures.
- Ability to work with multiple interruptions, schedule variable work (prioritize work daily).
- Ability to compile and summarize information.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.