

## WISEBURN UNIFIED SCHOOL DISTRICT

### ENROLLMENT OUTREACH COORDINATOR

Classified Position

#### DEFINITION

Under general supervision, manages the permit office, performs complex and difficult work in the preparation and maintenance of school financial and statistical records; designs and maintains the District website; maintains inventory records; and provides general support to the Superintendent's Office.

#### EXAMPLES OF DUTIES-

The position includes but is not limited to the following list of representative duties:

- Copies, distributes, processes, and monitors permit application forms and correspondence. E
- Assists callers on the telephone or in person regarding the permit program. E
- Monitors and responds to telephone messages received on Permit dedicated extension. E
- Interfaces with District, County Staff, and outside persons regarding permit procedures. E
- Monitors/maintains/distributes data regarding all aspects of the inter/intra district permit program as it pertains to students, parents, community, staff and county personnel. E
- Prepares/processes enrollment reports. E
- Maintains student status on computer programs as it pertains to permit program.
- Inventories permit applications and other pertinent supplies as necessary. E
- Coordinates residency verifications between the Superintendent's Office, attendance officer(s), and school site staff. Provides correspondence and communication support between families and staff. E
- Receives, records and provides communication regarding student suspension information to appropriate personnel. E
- Designs, modifies and maintains the District website. E
- Designs and follows through to completion the annual Notification to Parents (ANTP).
- Designs and follows through to completion the School Accountability Report Card (SARC)
- Designs and follows through to completion the District newsletters.
- Designs and follows through to completion the school calendars. E
- Designs and follows through to completion the grade level expectancies. E
- Designs and follows through to completion the District brochures.
- Process telephone, electronic and paper communications. Screen calls, record and relay messages, process mail, copy all correspondence and file in accordance with established procedures. E
- Performs other duties as required.

Note – Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.

#### DESIRABLE QUALIFICATIONS

##### Knowledge of:

- Modern office principles, procedures, and terminology.
- English usage, including vocabulary, spelling, grammar, and punctuation.
- District, State and County Interdistrict compliance laws and policies.
- Standard office machines and their operations.
- Computers using word processing, Excel Spreadsheet, data base and desktop publishing applications.
- Letter and report writing.
- Common public relations courtesies, practices, and techniques.

- A second language, Spanish.
- Power School Computer Program

**Ability to:**

- Learn specific rules, laws, and policies quickly and apply them with good judgment in a variety of procedural matters without close supervision.
- Compile and maintain accurate and complete records and reports and devise improvements as necessary.
- Understand and follow oral and written instructions.
- Type at a rate of 50 words per minute from clear copy.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
- Perform a variety of responsible clerical work, and take charge of administrative details.
- Work independently with confidential records and reports.
- Perform basic business functions and make arithmetic calculations.
- Understand and speak Spanish.

**Education:**

A high school diploma, including or supplemented with courses in computers, or training in office and project management, advanced administrative skills, public relations, or other related field.

**Experience:**

Three years of varied and increasingly responsible experience comparable to duties listed above.

**SUPERVISOR: Superintendent****Working Conditions:**

Office environment, subject to constant interruptions.

**Physical Abilities:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Persons performing service in this position will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve working or standing for brief periods.
- Accurately perceiving the sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

**Vision** (which may be corrected)

to read small print and maintain records.

**Hearing** (which may be corrected)

to communicate with staff, to talk on phone.

**Speech**

to communicate with staff, to talk on phone.

**Dexterity of hands and fingers**

to operate office equipment.

**Sitting, and standing for extended periods of time**

to perform required duties.

**Bending at the waist Strength**

to pick up office materials/equipment

to lift, push, pull and/or carry objects which may weigh as much as 25 lbs. on an occasional basis.