

**Early Childhood Enrollment Coordinator**  
**New Hanover County Schools**

**Job Description**

**Class:**       **Classified**  
**Division:**   **Instruction and Accountability**  
**Dept:**       **Early Childhood Education**

**TITLE:**               **Early Childhood Enrollment Coordinator**

**QUALIFICATIONS:**

1. Associate Degree or higher preferred.
2. Three to five years of experience in an office environment with responsibility for complex duties.
3. Strong organization, communication and computer skills.
4. Spanish and English bilingual proficiency preferred.
5. Valid NC driver's license.

**REPORTS TO:**        Director of Early Childhood Education

**JOB GOAL:**            Maintain the Early Childhood Education program's student enrollment and attendance process and related database systems.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow the rules, policies and procedures of New Hanover County Schools, along with the state and federal regulations pertaining to North Carolina Pre-K requirements.
2. Maintain strict confidentiality regarding all student information.
3. Develop and maintain tracking systems, files, records and reporting forms related to enrollment and child care licensing requirements for all funding sources including NC Pre-K, county and private sector classrooms.
4. Collaborate closely with preschool staff to ensure smooth and confidential transition of data and student records between school facilities in both public and private sector.
5. Support and communicate with district-wide student data managers, private site directors and other preschool staff with enrollment of pre-k students and all record keeping and data reporting using district records management software programs.
6. Assist NC Pre-K staff on the NC Pre-K/DCDEE (Division of Child Development and Early Education) school enrollment rules and procedures, placement requirements, and regulations.
7. Represent the Early Childhood Education department on community committees as requested by the director and accurately record meeting minutes. Work closely with NC Pre-K state personnel, policy consultants, advisory committee members and private NC Pre-K sites.

8. Support early childhood education program activities related to increasing student enrollment. Assist and participate in preschool registration events.
9. Participate in training and other programs as needed and the annual program assessment. Attend regional and state meetings or training as required by the director.
10. Perform accurate data entry, prepare, receive and process attendance for NC Pre-K programs and other correspondence as required by the director.
11. Serve as liaison between NC Pre-K private site directors and the district's Early Childhood Education Department.
12. Participate in all meetings as required by the director.
13. Performs other related duties and responsibilities as assigned by the Director of Early Childhood Education.

*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:** Twelve-month work year/At Will/FLSA Non-Exempt

**Starting Salary and/or Grade:** Grade 67

**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, central office staff, parents and members of the Pre-K community.
- Demonstrate considerable knowledge of computers and all aspects of Microsoft Office Professional Software with emphasis on Excel, Google Suite, and Scribbles.
- 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 with a high level of data entry accuracy.
- Ability to work as a team player with various constituents.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.