



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Business Office Coordinator/Community School Marketing Coordinator
REPORTS TO: Assistant Business Administrator/Business Administrator
QUALIFICATIONS:

1. 60 college credits/substitute credential.
2. Knowledge of basic computer programs, including Microsoft Office and Adobe programs.
3. Prior office experience.
4. Demonstrated aptitude for the successful performance of the tasks assigned.
5. Notary or willingness to obtain licensure.
6. Bilingual (preferred).
7. Compliance with all statutory regulations and district requirements for securing public school employment is required.

GENERAL DESCRIPTION:

The Business Office Coordinator/Community School Marketing Coordinator's main functions include managing district student registration, maintaining student records in accordance with district policy and statute, assisting Community School staff with program operations, managing Community School marketing efforts, and assisting with the overall function and security of the district's Central Office.

ESSENTIAL JOB FUNCTIONS:

Registrar

1. Manages the district student registration process, including assisting parents with questions, gathering required forms, reviewing online registration submissions, and processing registration entries.
2. Reviews district processes to ensure compliance and efficiency.
3. Prepares residency affidavits for review, communicates with parents, and manages maintenance of expiration information.

Business Office Coordinator

1. Manages Community School program enrollment.
2. Answers parent inquiries and helps parents find relevant Community School resources.
3. Assists Community School Programs Manager with programming ideas and execution.
4. Manages the purchase order process for the district and student activity accounts.

Community School Marketing Coordinator

1. Produces program catalogs for potential enrollees.
2. Coordinates with professionals to create marketing materials.
3. Sends program email reminders and executes email marketing campaigns.
4. Produces promotional materials and presentations, as appropriate.

General Office Tasks

1. Manages the district mail process.
2. Manages the Central Office visitor process, including verifying schedules with other employees, using Lobby Guard or other software to ensure security, and greeting all guests.
3. Performs such other tasks and assumes such other responsibilities as assigned.

WORK YEAR: Twelve-month employee
DATE APPROVED: November 21, 2022
APPROVED BY: Board of Education