

# **WISEBURN UNIFIED SCHOOL DISTRICT**

## **ENROLLMENT OUTREACH COORDINATOR**

### **DEFINITION:**

Under general supervision, performs complex and difficult work in the preparation and maintenance of student enrollment records; and provides general support to the Assistant Superintendent's Office.

**REPORTS TO:** Superintendent of Schools and/or Cabinet Member

**DISTINGUISHING CHARACTERISTICS:** N/A

### **EXAMPLES OF DUTIES:**

- Copies, distributes, processes, and monitors permit application forms and correspondence. E
- Assists callers on the telephone or in person regarding the enrollment and 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.
- 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
- Ensures that the enrollment section of the District website is current and updated as needed. E
- Designs and follows through to completion the annual Notification to Parents (ANTP).
- Designs and follows through to completion the District brochures.
- Marketing and recruiting of students; attending community events when appropriate to this task.
- Performs related duties as required.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Modern office principles, procedures, and terminology.
- English usage, including vocabulary, spelling, grammar, and punctuation.
- District, State and County Inter-district compliance laws and policies.
- Standard office machines and their operations.
- Computers using word processing, Excel Spreadsheet, database and desktop publishing applications.
- Letter and report writing.
- Common public relations courtesies, practices, and techniques, when dealing with the public and parents
- A second language, Spanish.

**Ability to:**

- Ability to use a variety of software programs and databases to maintain records and generate reports including word processing, spreadsheets, etc.
- 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.

**Experience:**

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

**Education and/or Licensure:**

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

**WORKING CONDITIONS****Environment:**

Office environment, subject to constant interruptions.

**Physical Abilities:**

<b>Vision (which may be corrected)</b>	to see small print and maintain records
<b>Hearing (Which may be corrected)</b>	to communicate with staff, to talk on phone
<b>Speech</b>	to communicate with staff, to talk on phone
<b>Dexterity of hands and fingers</b>	to operate office equipment
<b>Sitting for prolonged periods of time</b>	to perform required duties
<b>Bending at the waist</b>	to pick up office materials/equipment
<b>Strength</b>	to lift, push, pull and/or carry objects which may weigh as much as 25 lbs. on an occasional basis.