



Job Description
Prepared/Revised: July 2024

Job Title:	Preschool Enrollment Specialist	Job Code:	6015
Job Family:	Central Administrative Support	FLSA Status:	Non-Exempt
Pay Program:	Classified	Shift Differential:	No
Typical Work Year5:	12 months	Pay Range:	G16

SUMMARY: Responsible for coordinating the day-to-day activities regarding the Preschool admissions processes for Adams 12; train and lead new and existing registrars in preschool admission process, office secretaries and their backups throughout the year; District liaison for all schools and all levels of District staff and community regarding district policies/procedures, and Colorado state law; coordinate Pre-Registration, family-initiated transfers, declarations of residence admissions and home school tracking and coordination; coordinate and provide school enrollment data for District leadership and community; provide confidential administrative support for Early Childhood Education (ECE) Program Director and Central office. Manage pre-registration/choice process and transfer records.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Serve as the Admissions Office liaison for all district preschools at both elementary and P-8 levels. Supports district staff and community in reference to admissions inquiries including Universal Pre-Kindergarten (UPK) Program and Preschool qualification questions, admissions options and requirements. Make decisions and take action within agreed upon limits. Manage day-to-day activities regarding District admissions policies and procedures, UPK and Colorado state law including school, community and parent questions; respond to questions regarding proof of residence and create resolution regarding residency issues. Work with schools to address non-compliance of Preschool enrollment policies and procedures.	D	27%
2. Train and lead new and existing school registrars, office secretaries and their backups as well as preschool Site Directors regarding the proper district UPK/Preschool admissions procedures and paperwork. Coordinate, facilitate and present for all Infinite Campus meetings to inform/train registrars, office secretaries and their backups of upcoming deadlines, programs, new enrollment procedures and District expectations regarding Preschool admissions. Ensure new and existing registrars have completed the required admissions and student information system training. Available to participate on interview teams for hiring of new registrars and/or office secretaries at sites that host a district Preschool program. Attend monthly UPK meetings for both Special Education/ General Education students. Maintain accurate data and transfer of updates from the state to PS Central Office and preschool school sites.	M	15%
3. Collaborate with ECE Program Director/ Central PS team in determining which schools will host what type of Preschool program; coordinate District communications to incoming families that need to apply for Preschool through the state's UPK enrollment system.; inform schools, parents and community of which schools are available for placement; process UPK applications including entering and verifying information from parents in the student information system; coordinate and communicate Preschool placement decision notification to parents and schools; process transfer applications received by schools, administrators and executive directors of schools; ensure proper admissions coding for students in the student information system. Maintain a school list and fill vacated openings throughout the school year. This includes the year-round placement of students who qualify for Preschool programming through the Child Find process.	D	30%
4. Communicate with families and manage Declaration of Residence status; compile reports for the Preschool Director, Senior Staff; communicate with school registrars, office	M	5%

secretaries, principals, Executive Directors and Chief Academic Officer regarding status of declarations.		
5. Coordinate the Child Find placement process, as well as the UPK enrollment process with the school's Site Director, the Early Childhood Coordinators, and school administration. This includes monitoring the state's reports for enrollment, and working closely with the Local Coordinating Organization (LCO) on placement decisions and openings at schools throughout the school year.	W	10%
6. Responsible for the maintenance of the Preschool enrollment packet, paper and website version for Preschool including working with district stakeholders to ensure that the enrollment packet meets each department requirements. Works with IT to continue to build data systems that include preschool, and align with the district's enrollment practices. Works with other district stakeholders on language on the website that is reflective of the state's current language around enrollment timelines, qualifications, and revisions. Work with Preschool leadership who are responsible for the use of the department budget to project costs.	M	5%
7. Provide administrative support to department ECE Program Director including but not limited to coordinating school enrollment data, scheduling meetings, handling phone calls including screening and redirecting, retrieve and distribute emails from the district website, arrange meeting rooms; maintain department files. Collaborates with Preschool Director, Coordinators and Business Support Technician in reporting ongoing school enrollment data for FTE Enrollment committee, and to ensure that class sizes are in compliance with the state's licensing regulations for Preschool programming.	D	5%
8. Perform other job-related duties as assigned.	Ongoing	3%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate's degree required. Two (2) additional years of similar or relevant experience may be substituted for this requirement.
- Minimum 4 years of experience in an administrative office setting.
- Office management and educational institution experience preferred.
- Spanish preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced computer software skills.
- Ability to use initiative and independence.
- Ability to create solutions.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and trainings in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with word processing, spreadsheet, presentation and database software. Microsoft Word, Excel, PeopleSoft and Infinite Campus preferred.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, email, etc.
- Operating knowledge of district financial, HR, student information and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	ECE Program Director/ SSS Executive Director	

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Works with Finance department for tuition rates programing
- Collaborates monthly with Finance department to determine if UPK funding is accurate based on enrollment data
- Periodically coordinate and direct the activities of school registrars, office secretaries and their backups.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	