

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Coordinator IV, Enrollment & Staffing

QUALIFICATIONS

CREDENTIAL:	<u>Required</u>	Appropriate California Administrative Services Credential.
EDUCATION:	<u>Required</u>	M.A. or M.S. in education, planning, organizational leadership, business administration, public administration, or a related field.
EXPERIENCE:	<u>Required</u>	Three or more years of successful experience at a school site and/or as a school district administrator.
PERSONAL QUALIFICATIONS:		Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations. Ability to work and communicate clearly, effectively, and professionally with school personnel and the public. Demonstrated leadership skills. Ability to write succinctly and accurately.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Deputy Superintendent, Business Services, the Coordinator IV, Enrollment & Staffing will develop, coordinate, implement and supervise the related activities associated with the enrollment process for new students and the re-registration of current students for the District. This position will serve as a liaison for Medi-Cal Administrative Activities (MAA), Local Education Agency (LEA) Medi-Cal Billing, and the LEA Medi-Cal Collaborative. This position is responsible for determining staffing and facility needs for current and future capacity, including special education; manage inter- and intra-district transfers; maintain enrollment reports; and project staffing allocations. The Coordinator IV, Enrollment & Staffing will also verify that current procedures remain effective and efficient to ensure the enrollment process runs smoothly, while maintaining a high level of customer service.

DUTIES AND RESPONSIBILITIES

As assessed by the Deputy Superintendent, Business Services, successful job performance will be demonstrated by satisfactory completion of the following duties and responsibilities.

1. Serve as the supervisor of the Enrollment Center and the Data Center.
2. Train and supervise the work of Enrollment/Data Center personnel in assigned area(s), make modifications to assignments and set priorities.
3. Develop and implement innovative enrollment and re-registration programs to better serve an increasingly diverse student population and community.

4. Develop and implement enrollment and re-registration models and systems to support registration efforts for school sites and the district.
5. Update and implement changes to manage enrollment and re-registration activity in an efficient manner.
6. Create and implement systems to ensure accurate, timely and user-friendly access to materials and information to families.
7. De-escalate and resolve instances of registration problems and/or complaints with the goal of customer satisfaction.
8. Research and evaluate more effective methods for assisting families with the enrollment process.
9. Perform technical and specialized functions to process the enrollment, placement, and accommodations of new students according to established District procedures.
10. Identify special needs or accommodations based on the student information provided during registration; initiate and coordinate services as needed to process the admission of new students.
11. Maintain program oversight and coordination of the District's MAA & Medical programs.
12. Oversight and management of caregiver affidavits and homeless referrals will be effectively processed and maintained.
13. Analyze enrollment and determine intra-district requests in accordance with established policies.
14. Analyze enrollment and determine inter-district requests in accordance with established policies.
15. Monitor, analyze, and report enrollment trends at the elementary, middle, and high schools.
16. Assist with monitoring facilities availability for school growth and facilities usage.
17. Research and compile information and compute statistical data for federal, State and District reports, departmental budget and special projects as assigned.
18. Process all inter- and intra-district transfers.
19. Maintain a database of enrollment, overflow, re-registration, and transfer activities.
20. Support and maintain enrollment and re-registration for specialized programs including foster youth, homeless youth, military youth, and migrant youth.
21. Collaborate with school site attendance staff to provide accurate and timely enrollment, re-registration and transfer data and reports.
22. Ensure effective and continual communication between the enrollment center and school sites, the District Office and District families.

23. Evaluate practices, procedures, and facilities to assess risk and adherence to the legal guidelines.
24. Effectively fulfill the role of liaison with community groups affected by areas of responsibility.
25. Maintain consistent communication and positive working relationships with appropriate local, county, and state agencies.
26. Provide reports to district management regarding concerns, violations, and compliance issues.
27. Maintain up-to-date knowledge of industry standard health and safety best practices, providing recommendations and advice to district management and site administrators.
28. Participate and attend meetings with district sites and outside agencies regarding student safety concerns.
29. Supervise and evaluate assigned staff appropriately.
30. Establish, in a thorough and realistic manner, annual goals, objectives, and indicators of job attainment.
31. Effectively and accurately prepare and submit oral and written reports.
32. Effectively accomplish other duties assigned by supervisor.

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