Leroy Greene Academy

JOB DESCRIPTION

Title: Enrollment Coordinator	**Work Days:** 223 days
Reports to: Principal or Designee	**Salary:** $ 29.74 - $ 42.33
FLSA: Non-Exempt	**Board Ratified:**

Position Summary:
The School Enrollment Coordinator is responsible for managing and coordinating the student enrollment process from initial inquiry through registration. This role serves as a key point of contact for prospective students and families, providing accurate information, support, and guidance throughout the enrollment process while ensuring data accuracy and positive engagement.

Key Responsibilities:

- Serve as the primary contact for prospective students and families, responding to inquiries and providing information about programs and enrollment requirements.
- Assist families with completing enrollment applications, collecting necessary documentation, and tracking application status.
- Maintain accurate and up-to-date student enrollment records in databases or student information systems.
- Coordinate enrollment events such as school tours, open houses, information sessions, and orientation sessions.
- Track, update, and manage waitlists and enrollment rosters.
- Follow up with prospective families to encourage application completion and answer follow-up questions.
- Collaborate with school staff to ensure a seamless enrollment experience and resolve enrollment issues.
- Generate and share enrollment data, trends, and reports with leadership.
- Communicate with staff when new students and families are enrolled.
- Attend and support school events (e.g., open houses, enrollment fairs, community events) to promote the school and assist prospective families.
- Manage and support school social media platforms to share enrollment information, events, and key messages with the community.
- Work with district leaders (C.A.F.E) to highlight school accomplishments and events.
- Create and distribute advertising campaigns to promote school enrollment, events, and programs across multiple platforms.
- Manage advertising and campaign materials, ensuring all content is accurate, up-to-date, and effectively distributed.
- Perform related duties and responsibilities as required.

Qualifications & Skills:

- Excellent communication and interpersonal skills to work effectively with families and school staff.
- Strong organizational skills and attention to detail for tracking documentation and enrollment data.
- Proficiency with student information systems, databases, and basic office software (e.g., Infinite Campus, CALPADs, NUSD Data Warehouse, Instagram, or Google Workspace).
- Ability to manage multiple tasks, meet deadlines, and work independently.
  Previous experience in customer service, administration, education, or enrollment support preferred.
- Bilingual in Spanish and English, with the ability to communicate effectively with Spanish-speaking students and families.

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