Job Description
Mt. Diablo Unified School District

Program Administrator, Enrollment Services

PURPOSE

The Program Administrator, Enrollment Services, provides leadership and oversight for key student support programs that promote regular school attendance, equitable access to instruction, and student well-being. This position assists with all aspects of the Enrollment Services Department, including but not limited to enrollment, attendance intervention, child welfare and attendance and home hospital program.

SUPERVISION

Reports to: Director of Enrollment Services
Supervises: May provide training or lead guidance to clerical staff, student workers, or substitutes

ESSENTIAL FUNCTIONS

- Coordinate and monitor the District's Attendance Intervention Program, preventing truancy by ensuring early identification of attendance concerns and implementation of tiered interventions; participates in district and county level SARB; communicates with parents, including making home visits; develops dropout reports.
- Serve as chairperson of the district's School Attendance Review Board (SARB) and coordinate recommendations with community agencies, including preparation and delivery of subpoenas, citations to parents, and court appearances; administers, evaluates, and prepares statistical reports.
- Collaborate with school administrators, counselors, child welfare attendants, and families to address barriers to home hospital placements, school enrollment, attendance, and to support student reengagement.
- Plan and deliver staff development activities relating to Attendance Intervention, Child Welfare and Attendance, and the Home and Hospital Program.
- Supervise and support Child Welfare and Attendance Liaisons, providing training, guidance, and collaboration around student engagement, attendance, and outreach.
- Oversee the Home and Hospital Program, ensuring eligible students receive timely and appropriate instructional services while maintaining a continuity of instruction during the student's absence from the regular program.
- Recruit, supervise, and support teachers and staff in the Home and Hospital Program.
- Implement and monitor compliant and effective procedures to ensure oversight of instruction of students in the Home and Hospital Program.
- Maintain accurate documentation and data reporting to ensure compliance with Education Code and district policies.
- Provide responsive support during crisis situations involving student placement, temporary absences, or access to educational services.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Education:

- Possession of a Bachelor's degree and the appropriate school administrative credential
- Postgraduate work in school administration, curriculum and instruction, or a related field
- Possession of a master's degree is highly desirable

Experience:

- Progressively responsible experience in providing leadership in a school or district setting.

Required Knowledge:

- Strong writing, organizational, presentation, and computer skills
- Ability to work as part of and facilitate the development of a multi-disciplinary team
- Ability to exercise good judgment and tact.
- Successful experience as a classroom teacher and site administrator.
- Progressively responsible experience in providing leadership in a school or district setting.
- Knowledge of state and federal laws pertaining to child welfare and attendance, and Home and Hospital Programs.
- Knowledge of school district operations and procedures.
- Knowledge of principles of organization and management.
- Knowledge of the community and available resources.
- Knowledge of curriculum concepts and materials pertinent to the Home and Hospital Program, including knowledge of curriculum, credit structure, disciplinary, and attendance procedures.

Required Abilities :

- Ability to speak and write effectively.
- Ability to work effectively with all segments of the educational community and the general public.

WORKING CONDITIONS

Work Environment:

- Office environment at a school site or central office

- Frequent interruptions and interaction with students, parents, staff, and the public

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods
- Seeing to read documents and monitor screens
- Hearing and speaking to exchange information

LICENSES AND OTHER REQUIREMENTS

- Valid California Driver's License may be required for some assignments
- DOJ/FBI fingerprint clearance
- TB test clearance
- Administrative credential

Classification: DMA Management

Salary Range: DMA Range 19
FLSA Status: Exempt
Bargaining Unit: DMA

Number of Days: 205

Date Adopted: December 10, 2025

Revised: February 11, 2026