Job Description
MOORE PUBLIC SCHOOLS

Job Title: Student Enrollment and Information Specialist

Qualifications:

- High school diploma or equivalent
- Valid Oklahoma Driver's License
- Experience working in data systems
- Knowledgeable in Microsoft Windows, Microsoft Office suite (emphasis on Excel)

Experience

- Experience working with student information systems preferred, but not required
- Experience working at a school site is preferred, but not required
- Bilingual preferred, but not required

Special Skills, Knowledge, Abilities:

Skills: Perform technical tasks with a need to routinely upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of assisting patrons with enrollments, interpreting data, and determining when changes need to be made to data.

Knowledge: Understand and perform math skills at a high school proficiency level; learn quickly and follow verbal procedures and standards; exercise judgement and the ability to process information quickly; give verbal instruction; and rank tasks in order of importance.

Ability: Read, write, understand, interpret, and apply information at a level essential for successful job performance (including materials such as charts, diagrams, maps, instructional material, and legal documents). Specific ability-based competencies required to satisfactorily perform the functions of the job include adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication with staff and the community; maintaining flexibility and adaptability as needed between various working environments.

Reports To: Director of Student Information Systems or Designee

Job Goal (Purpose of Position): Performs technical level duties under minimal supervision to ensure data quality. Must be detail-oriented and diligent in maintaining and analyzing data. An incumbent in this position will follow generally standardized operating policies and procedures.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

- Effectively communicate and work with patrons and school district personnel relating to enrollment and Student Information Systems (SIS) needs.
- Assist patrons and sites to ensure new enrollments, residency affidavits, and transfer requests are processed correctly (according to state and district requirements).

- Analyzes data to determine necessary changes to new and existing records.
- Locates, recognizes, and corrects errors in source documents.
- Ensures SIS data follows district policy and state law.
- Use database analysis and/or query tools to input, import and extract data as necessary.
- Communicates with other departments, school districts, SDE, and vendors to provide accurate data as needed.
- Ensure accurate records and diligent attention to details.
- Other responsibilities as assigned by supervisor.

Physical/Mental Requirements and Working Conditions: Other than those physical/mental requirements included in the essential functions: must be able to effectively communicate and have the physical dexterity to operate keyboards, computers, copy machines and other office machines. Ability to sit, bend, or squat occasionally. Ability to read small print and view a computer screen for prolonged periods.

Additional information: There are two job types for this position.

- Enrollment Specialist: Works primarily in the front office supporting families in the initial enrollment process. This position's primary focus is in working with families in person, answering questions, explaining required documents, and generally facilitating the enrollment process. The position serves as the initial contact for many new families operating as the "face of the district" so to speak. The position must provide a positive and welcoming greeting for new families as they enter our district, ensuring their student(s) get enrolled and that their questions about enrollment and the district are answered professionally and knowledgeably. The position will cross-train with the Information specialist position to ensure understanding of both roles and duties.
- Information Specialist works primarily behind the scenes. The majority of the position's tasks involve the Student Information System's online enrollments and various other data reporting to ensure that student information is correct. This position will also interact with families and other stakeholders, but these communications are more typically by phone or email rather than face to face. This position will cross-train with the Enrollment Specialist to ensure understanding of both roles and duties.

TERMS OF EMPLOYMENT: 251 days per year

SALARY: Student Enrollment and Information Specialist: Tech I, Scale B

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

Approved 08/09/1993
Revised 1998-99 Negotiated Contract
Revised 01/16/2001
Revised 09/13/2010
Revised 04/10/2023