Job Description **5.53**
MOORE PUBLIC SCHOOLS

Job Title: **Enrollment Specialist**

Qualifications: Know and adhere to enrollment/admission standards and policies, efficient office management, computer software applications (including Infinite Campus and Excel), recordkeeping; receptionist and telephone techniques; letter and report writing; correct English usage, spelling, grammar, and punctuation; business mathematics and basic bookkeeping techniques; public and human relations skills.

Credentials: **None**

Education: High school diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

Training or Experience Required: 3-4 years of secretarial and/or clerical experience in an educational environment. Minimum 1 year of computer experience using word processing, databases, and spreadsheets. Minimum of 1 year working in a school system is preferred.

Special Skills, Knowledge, Abilities:
Communication Skills (oral and written): Exceptional communication skills to exchange information, give/receive complex instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine to complex written or printed materials such as charts, contracts, application forms, or instruction material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from manuals or verbal instructions. Such machines include but are not limited to photocopiers, FAX machines, CRT/computers, 10-key calculators, and multi-line telephone consoles. Intermediate level experience in word processing and spreadsheet software packages is desired.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Site: **ASC**

Reports To: **Technology or designee**

Job Goal (Purpose of Position): Serve as District's initial contact for registering students and families. Coordinate placement and other functions related to district enrollment policies. Positions in this classification are assigned as first line support to parent and student community. Perform a

variety of clerical tasks including typing, word processing, data input, record keeping, filing, and student service functions related to student enrollment. Maintain student academic record database. Prepare attendance reports.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Must be able to elicit necessary information and make important screening decisions for administrative supervisors.

Other Performance Measures:
Successful performance of the job requires good customer service/people skills to elicit information, resolve problems and provide information as requested. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions:

Performs clerical support functions as requested using word processing, database and/or spreadsheets software. Takes and transcribes dictation of various types, including correspondence, reports, notices, and recommendations. Prepares routine correspondence as assigned. May prepare brochures and other graphics on the computer.

Organizes and maintains various files including confidential files. Performs photocopying as required.

Schedules meetings and make all necessary arrangements. May prepare agendas and summary minutes for various committees, task forces, etc. Monitors and maintains a neat and organized office.

Provide information regarding District programs, rules, and policies to students, parents, and community members.

Enroll and place new students, completing all necessary forms, and insuring compliance with entry requirements (i.e. immunizations, proof of residence, and verification of approval for entry).

Interact with parents, students and social service agencies to explain entry requirements, assignment procedures, available district transportation..

Interact with site and District administrators regarding special programs and placement, over-flow placement, and requests for school transfer**.**

Keep accurate school-by-school accounting of all students by grade level for enrollment purposes and documentation of incoming students.

Act as a liaison with school offices, other districts, and social agencies on matters related to student’s records and enrollment.

Update and maintain accurate records for students in the Student Information System..

Perform other clerical duties related to testing and assessment.

Train employees assigned to enrollment center during peak enrollment periods.

Create and maintain all forms necessary for district enrollment operations.

Provide direction and assistance to school personnel in maintaining accurate records for students in Student Information System.

Read, interpret and apply District, State, and County rules, regulations, laws and policies.

Works with agencies and State Department of Education in a timely manner.

Must be able to perform tasks with sensitivity, confidentiality and professionalism.

Performs other duties as assigned.

Supervision exercised: As directed by Director of Technology

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included in the essential functions: Must be able to communicate on the radio, on the telephone and in person. May on occasion lift boxes of copy paper and other material.

TERMS OF EMPLOYMENT:	251 days per year
SALARY:	Category D
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved: 12-08-14