EAU CLAIRE AREA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	Administrative Assistant, Enrollment
Department	Student Services
Reports To	Executive Director of Student Services
Classification	Hourly Classified
Location	School District Office
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Administrative Assistant, Enrollment Provides direct support for student enrollment and school census information. Provides student information system technical support to staff regarding enrollment and demographics. Performs data validation for reporting related to student information. (e.g. WISE data and projection reports) Demonstrates effective public relations and maintains smooth and efficient office operations.

Essential Job Functions

- Serve as a primary contact in the Enrollment Office for all student enrollment (PK-12).
- Track and maintain the movement of students and coordinate with the Special Education Department on new students with IEP requests.
- Work with schools to organize and process specific relevant materials needed for initial enrollment and annual registration process and building transfers with accurate and timely completion.
- Provide student information system helpdesk support to district staff.
- Initiate immunization process (using the WI Immunization Registry) which will then be maintained by the buildings
- Assist with state reporting requirements.
- Enforce and maintain district defined data entry rules.
- Provide approved information, by request, to other departments, buildings, districts or parents relative to student information and enrollment
- Maintain a filing system for registration documentation components.
- Assist with Open Enrollment and Alternate School requests.
- Assist with boundary change process.
- Assist with summer school registration and communication.
- Book and maintain room reservations for the Assessment Department.

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Recent successful experience in an office professional position.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Course work or an Associate Degree from a vocational technical college.
- Knowledge of District computer programs.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Problem-solving and conflict resolution skills.
- Knowledge of public school policies and requirements.
- Strong human relations and customer service skills.
- Ability to exercise judgment and discretion regarding student information and legal issues.
- Understanding of the integration and changing nature of software applications and the importance of building data integrity.
- Reading comprehension, time management, and public presentation skills.
- Strong grammar and proofreading skills.
- Establish and maintain effective public and working relationships.
- Exercise judgment and discretion in applications involving student information.
- Strong information management/software skills, electronic tools usage skills, and reporting skills. (e.g. word processing, data base, spreadsheet/graphing, publication, etc.)
- Understand state/federal reporting (e.g. WSLS/ISES, Free and Reduced Lunch Program Application, etc.) and the fields that are related to such reporting (Gender, date of birth, entry withdrawal, etc.)
- Serve as a positive public relations advocate for the school district, including dissemination of district information.
- Effectively communicate following accepted customer service practices by phone, in person, or by written notice with school and district personnel, parents, and the public.
- Maintain accurate and complete records and prepare clear and detailed reports, involving enrollments, census reporting, progress of students, etc.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Position requires sitting at a desk/working at a computer for extended periods of time.
- Regularly required to talk and listen.
- Must be able to reach and have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.