Position: Coordinator III - Enrollment	FLSA: Exempt	Work Days: 223
Reports to: Associate Superintendent or Designee	Salary: Classified Management Salary Schedule – Range D	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Coordinator III - Enrollment plans, coordinates, implements, and evaluates the District's student enrollment and transfer systems. Maintain efficient, equitable, customer-focused processes for student registration, school choice, intra- and inter-district transfers, residency verification, and related compliance tasks. Oversees enrollment policies, procedures, communication, data accuracy, and cross-departmental coordination to support smooth student transitions and access to educational opportunities across the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments.
- Develop, recommend, and implement districtwide policies, procedures, and systems for student enrollment, registration, school choice, and transfer processes.
- Lead the design, coordination, and continuous improvement of district enrollment and transfer programs to promote equitable access and transparency for families.
- Oversee student registration cycles, annual enrollment timelines, open enrollment periods, and communication with families and schools.
- Coordinate intra-district transfer processes, including school choice, hardship requests, and program-specific transfers.
- Manage inter-district transfer requests, appeals, and documentation in accordance with district policy and state law.
- Maintain accurate residency verification procedures and compliance with state and federal enrollment regulations.
- Provide leadership in the development and dissemination of enrollment guidance, handbooks, forms, digital tools, and resources for families and school sites.
- Maintain high levels of customer service in responding to family inquiries, concerns, and requests related to enrollment, placement, transfers, and school assignments.
- Collaborate with other departments to maintain functional and user-friendly online enrollment systems, databases, and transfer portals while supporting timely and appropriate student placement.
- Monitor enrollment trends, capacity, attendance boundaries, school site utilization, and projection data to support district planning and decision-making.
- Review and analyze enrollment data to identify patterns, needs, discrepancies, and opportunities for improvement.
- Provide training and support to staff responsible for enrollment, transfers, and registration systems.
- Facilitate meetings and work groups related to enrollment and transfers, including collaboration with principals, office managers, and district leaders.
- Maintain compliance with Education Code, district board policies, and legal mandates governing enrollment, transfers, residency, and student placement.
- Prepare reports for Cabinet and the Board of Trustees on enrollment patterns, transfer activity, and

capacity considerations.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:

- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 25 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to an Associate’s degree or higher from an accredited college or university.
- Experience: Three years of increasingly responsible experience in student services, school operations, enrollment/registration systems, customer service, or administrative support in a public education or public agency setting, including experience working with student information systems and high-volume service delivery processes.

LICENSES AND CERTIFICATES

- Valid California driver’s license required