Job Title: Coordinator of Student Services **Wage/Hour Status:** Exempt

Reports To: Executive Director of Student Services **Pay Grade: Admin 4**

Dept. /School: Student Services **Date Revised:** 11/06/2026

Primary Purpose:

Oversee assigned facets of the Student Services department, including the district's student transfer processes, student enrollment and attendance support, data management, and other areas as needed. Provide support in the areas of student attendance, enrollment, and discipline.

Qualifications:

- Education/Certification:
- Bachelor's degree required
- Master's degree preferred

Special Knowledge/Skills:

- Proficient skills in Canva and Microsoft Office products such as Excel, Word, and Power Point
  Strong communication and interpersonal skills, both written and oral
- Strong conflict resolution skills
  Strong analytical and organizational skills
  Skyward experience preferred
- PEIMS reporting knowledge preferred

Experience:

- Minimum of three years of public school related experience and/or in a compliance-based position

Major Responsibilities and Duties:

Student Transfer Process

1. Oversee the collection, review, and processing of in-district, employee-child, and out-of-district transfer applications.
2. Evaluate applications based on district criteria such as space and staff availability, student achievement, attendance, and discipline records.
3. Ensure all appropriate documents are submitted in accordance with district procedures. Assist in decision-making process regarding transfer admissions.
4. Maintain electronic transfer request management programs, transfer request statuses, waiting lists, etc.

Student Enrollment and Attendance Support

5. Provide guidance and operational support to campus administrators, registrars, and PEIMS clerks regarding student enrollment, withdrawals, transfers, and attendance procedures.

6. Assist campuses in interpreting and implementing district procedures and applicable state requirements related to student enrollment, residency verification, and attendance reporting.
7. Assist in reviewing student attendance data, identifying trends, and supporting campuses with appropriate follow-up and documentation.

Student Services Operations and Data Management

8. Support the daily operations of the Student Services Department by coordinating assigned processes, maintaining accurate records, and assisting with districtwide initiatives.

9. Develop and maintain spreadsheets, reports, tracking systems, and other data management tools to improve accuracy, efficiency, and accountability.
10. Provide administrative and operational support related to student discipline procedures, documentation, and assigned Student Services initiatives.

Other:

11. Provide support related to attendance and discipline matters
12. Support campuses in student enrollment matters
13. Participate in the attendance zone adjustment process
14. Conduct appropriate trainings, as assigned
15. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, typewriter, printer, calculator, copier, and fax machine.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. Occasional districtwide travel and prolonged hours.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.