



Job Description

Job Title: District Enrollment Specialist
 Job Family: Information Technology
 Pay Program: Classified
 Prepared/Revised Date: December 1, 2010

Job Code: 101202
 FLSA Status: Non-exempt
 Pay Range: G 17
 Typical Work Year: 12 months

SUMMARY: Responsible for administration, coordination and communication of the student registration process and providing accurate student database information. Duties include monitoring, tracking, researching, entering and correcting data for district, state and federal reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Maintain, monitor and manage an accurate student database according to federal and state laws and district policies and procedures. Add new students, parents and household and update personal information (parent/guardian, address, phone numbers, emergency contacts, etc.) Retrieve, review, monitor and track data for reports, both internal and external, relevant to district state and federal reporting.	D	30
2. Coordinate the student enrollment process by reviewing required paperwork, validating it against current information, district standards, and entering it into the system. Maintain data accuracy and integrity.	D	30
3. Review, analyze, and document system and data entry errors for escalation to the Application Systems Analysts.	D	10
4. Communicates application problems and issues to key stakeholders, including IT management, Application System Analysts and end users.	W	10
5. Provide customer service support as it relates to the student enrollment and data entry to schools and parents. Answer phones and emails.	W	10
6. Use oral and written communication skills to effectively communicate pertinent information to school and district personnel.	W	5
7. Perform other job-related duties as assigned.	D	5
	TOTAL	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Must be a minimum of 18 years old.
- Minimum of 3 years general office experience working with computers.
- Registrar and database experience preferred.
- Experience with district student information systems data entry preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- District student information system training required within one month after entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong communication and interpersonal skills.
- High level of analytical and problem solving skills as it relates to computer software applications, including data analysis, program design, testing, debugging and detailed database concepts and operating systems.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputers.
- Knowledge of office software, such as spreadsheets, word processing, report writers and text editors.
- Basic knowledge of servers, mainframes and networks
- Familiarity with general office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Manager of IT Applications, Programming and Customer Services	60911

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has no budget responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions 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 the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk		X		
Hear		X		
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate			X	
Copy		X		
Coordinate			X	
Instruct			X	
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	