



## Job Description

Prepared/Revised: August 2018

Job Title: **Admissions Specialist**  
 Job Family: **Central Administrative Support**  
 Pay Program: **Classified**  
 Typical Work Year5: **12 months**

Job Code: **6020**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **No**  
 Pay Range: **G24**

**SUMMARY:** Responsible for coordinating the day-to-day activities regarding the admissions processes for Adams 12; train and lead new and existing registrars, office secretaries and their backups throughout the year; District liaison for all schools and all levels of District staff and community regarding district policies/procedures, and Colorado state law; coordinate Choice, family-initiated transfers, declarations of residence, Extended Day Kindergarten Program admissions and home school tracking and coordination; coordinate and provide school enrollment data for District leadership and community; provide confidential administrative support for department manager. Manage choice and transfer records and their retention schedules.

**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. Serve as the Admissions Office liaison for all schools including magnet and charter schools, district staff and community in reference to admissions inquiries including Choice Program and school boundary questions, admissions options and requirements. Make decisions and take action within agreed upon limits. Manage day-to-day activities regarding District admissions policies and procedures, Superintendent policies and Colorado state law including school, community and parent questions; respond to questions regarding proof of residence and create resolution regarding residency issues. Work with schools to address non-compliance of District enrollment policies and procedures.	D	27%
2. Coordinate the district extended day kindergarten program for all participating schools including preparing contracts for schools and setting student enrollment dates for next school year. Work with Executive Director of Schools to track enrollment at EDKP programs and assist with determining participating schools. Serve as school and community liaison for questions regarding tuition, tuition payments, waivers and refunds. Makes decisions regarding refunds within agreed upon limits.	A	5%
3. Train and lead new and existing school registrars, office secretaries and their backups regarding the proper district admissions procedures and paperwork. Coordinate, facilitate and track attendance for all Infinite Campus meetings to inform/train registrars, office secretaries and their backups of upcoming deadlines, programs, new enrollment procedures and District expectations regarding admissions. Ensure new and existing registrars have completed the required admissions and student information system trainings. Participate on interview teams for hiring of new registrars and/or office secretaries.	M	10%
4. Collaborate with department manager in determining which schools will be open to Choice; coordinate District letters to families that need to apply for Choice; inform schools, parents and community of which schools are open to Choice; process Choice applications including entering and verifying information from parents in the student information system; coordinate and communicate Choice decision notification to parents and schools; process transfer applications received by schools, administrators and executive directors of schools; ensure proper admissions coding for students in the student information system. Maintain school wait list and fill vacated openings throughout the school year.	D	30%
5. Communicate with families and manage Declaration of Residence status; work with registrars and school secretaries in completing reproving process; compile reports for Senior Staff; communicate with school registrars, office secretaries, principals, Executive Directors and Chief Academic Officer regarding status of declarations.	M	5%
6. Coordinate the home school process including enrollment of home school students and tracking of home school participation, home school student assessment and test scores and coordinate regularly scheduled communications to home school families including notification of the need to submit intent forms and provide assessment data. Notify department manager	W	10%

about students that have been assessed at below the 13 <sup>th</sup> percentile and communicate with such families about the requirement to enroll in a private, parochial or public school.		
7. Responsible for the maintenance of the District enrollment packet, paper and website version for K-12 and Preschool including working with district stakeholders to ensure that the enrollment packet meets each department requirements. Ensure responsible use of department budget by overseeing the ordering of the enrollment packet.	M	5%
8. Provide administrative support to department manager including but not limited to coordinating school enrollment data, scheduling meetings, handling phone calls including screening and redirecting, retrieve and distribute emails from the district website, arrange meeting rooms; maintain department files. Coordinate school enrollment data for FTE Enrollment committee.	D	5%
9. Perform other job-related duties as assigned.	Ongoing	3%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Associates degree or specialized courses in office management, computer software and/or general business equivalent to 2 years of college.
- Minimum of 3-5 years of experience in an administrative office setting.
- Office management and educational institution experience preferred.
- Spanish preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Advanced computer software skills.
- Ability to use initiative and independence.
- Ability to create solutions.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- 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:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with word processing, spreadsheet, presentation and database software. Microsoft Word, Excel, PeopleSoft and Infinite Campus preferred.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, email, etc.
- Operating knowledge of district financial, HR, student information and any other department specific software and equipment required within 2 months after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Planning Manager	various

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

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Initiate invoice payments.
- Periodically coordinate and direct the activities of school registrars, office secretaries and their backups.

**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			

<b>VISION DEMANDS:</b>	<b>Required</b>
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

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	