JOB DESCRIPTION

San Leandro Unified School District

Student Enrollment Manager

Purpose Statement

The job of Classified Student Enrollment Manager is done for the purpose/s of planning, implementing, directing and supporting the delivery of the district's Student Enrollment Center and functions with specific responsibilities related to the enrollment, technology, inter and intra district transfer processes, operating and supervising a variety of databases and services; planning, coordinating, implementing and evaluating the student enrollment process; supporting the assistant superintendent with the implementation of district goals and objectives; and providing information and serving as a resource to others. Provide direction to and supervision of employees assigned to the Centralized Enrollment Center.

This job reports to the Assistant Superintendent of Administrative Services.

Essential Functions

- Perform a variety of independent secretarial and administrative tasks in the management of the Centralized Enrollment Center. Plan, organize, and supervise the work of assigned staff; assists in the evaluation of departmental staff as needed.
- Performs complex clerical and statistical record keeping tasks related to the enrollment of students and maintenance of records for the purpose of ensuring that students are enrolled in an efficient, expeditious manner.
- Compiles and assists in analyzing enrollment data, records, and other information for the purpose of student placement and for projecting enrollment trends.
- Prepare school and District reports, as appropriate, including updated school board agenda with enrollment numbers.
- Assists in the inputting of student information from a variety of sources into student information systems for the purpose of accurately processing information.
- Utilizes databases and software systems containing student information for the purpose of providing accurate information for district and site administrators.
- Communicates with staff and parents via a variety of means (e.g. in person, by telephone, etc.) for the purpose of gathering and providing accurate and timely information. Insuring that parents/Guardians understand the transfer policy and procedure.
- Maintain Website for Centralized Enrollment Center.
- Answers incoming calls for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Assists with the organization and management of events and activities related to student attendance and enrollment for the purpose of ensuring that these events run smoothly and efficiently.

- Maintains a variety of files and records for the purpose of ensuring accuracy of student enrollment and complying with mandated requirements.
- Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting department staff.
- Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, reports, audit reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Administer mailing, collection and input of forms; processing applications; notifying families and school sites; preparing reports as needed.
- Oversee technology procedures for the student enrollment process. Work with other SLUSD Departments and service providers to ensure technology is meeting the needs of the Student Enrollment Center and our families.
- Coordinate training and in-service sessions to assignment personnel in all areas dealing with technology, student assignment and the enrollment process.
- Manage Interdistrict and Intradistrict transfer processes.
- Monitor and review parent/student appeals for Intra/Interdistrict transfers and make recommendations to grant or deny any appeals.
- Assure compliance with District, State and Federal mandated policies and procedures.
- Assists in accomplishing campus, department and District goals.
- Maintains regular and punctual attendance to fully meet work responsibilities.
- Establishes and maintains cooperative and effective working relationships with students, parents, staff and other agencies for the purpose of department efficiency and customer service.
- Maintain District address and map databases and oversee follow up with families to ensure we have accurate addresses on file.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; planning and managing projects; preparing and maintaining accurate records; training, developing and

supervising staff; monitoring and developing budgets; counseling and mentoring employees; and facilitating meetings.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; office application software including relational databases; pedagogy and instruction; codes/laws/rules/regulations/policies; practicing cultural competency while working collaboratively with diverse groups and individuals; collective bargaining theory; and human resources processes and procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving frequently requires independent interpretation of guidelines; and problem solving is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: networking and facilitating internal and external groups; communicating with diverse groups and individuals; meeting deadlines and schedules; working as part of a team; leading, delegating and organizing tasks; managing multiple projects; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization’s services.

Working Environment

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelor's degree in job-related area or additional qualifying experience in lieu.

Equivalency

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Exempt	Pending Board Approval: 8/06/19	Class. Manager 40