



Board of Education of the City of St. Louis  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Enrollment Specialist
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	7019
<b>Reports to:</b>	Director of Early Childhood Education
<b>Shift Length:</b>	8 Hours a Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

The Enrollment Specialist will be under the direction of the Director of ECE to assist in the leadership of the Department in the area of Pre-K registration and enrollment.

**Essential Functions:**

- Plan, organize, and supervise all procedures about registration and maintain efficient coordination with school leadership, school secretaries, and pupil accounting.
- Serve as liaison with the coordinators of Early Childhood Special Education (ECSE) and English for Speakers of Other Languages (ESOL)
- Maintain accurate permanent records and ensure their proper handling and safekeeping
- Coordinate with the ECE Data Specialist to prepare and submit accurate reports
- Refer families to appropriate community services to complete the registration process
- Orient all new secretaries to registration responsibilities
- Travel to school sites to support training, registration procedures, and audit enrollment files
- Respond to families who have questions or need support with the Pre-K registration process
- Review enrollment records and promptly notify the school secretary and principal of students not in compliance with state, city, or Title requirements
- Upon notification from the principal, initiate prompt enrollment of students
- Remain current in the understanding of state, city, and Title ECE enrollment requirements
- Refer parents to the Parents as Teachers (PAT) Parent Educators to schedule developmental screenings
- Attend registration events held by the District or ECE Department
- Performs other duties as assigned

**Knowledge, Skills, and Abilities:**

- Good oral and written communication skills and the ability to present information effectively
- Exceptional attention to detail
- Excellent technical problem-solving skills
- Maturity and integrity when handling confidential data
- Flexibility and capability to manage multiple tasks
- Ability to prioritize and work both independently and within a team

**Experience:**

- Minimum of three years of interaction with the public or equivalent experience
- Minimum of three years of Administrative experience in enrollment procedures

**Education:**

- Associate's Degree (required)
- Bachelor's Degree (preferred)

