

Position Title:	Enrollment Specialist		
Payroll/Personnel Type:	12 Month		
Job #:	7019		
Reports to:	Director of Early Childhood Education		
Shift Length:	8 Hours a Day		
Union Eligibility:	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)



Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee	Date		
	Immediate Supervisor	Date	
Human Res	ources	Date	

In connection with hiring for this position, the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.