

COORDINATOR, ADMISSIONS AND FAMILY SERVICES

DEFINITION

The Coordinator, Admissions and Family Services will supervise and coordinate the enrollment activities of the Admissions & Family Services Center. This position will assist in the organization and supervision of the District's admissions and registration activities. This position will also assist the administrator in planning and implementing departmental procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Administrator, Admissions & Family Services Center. Will exercise supervision over clerical staff as assigned.

REPRESENTATIVE DUTIES– (Incumbents may perform any combination of the essential functions shown below ((E)). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Supervise the processing of applications, records maintenance, document imaging, and residency verification (E).

Assist the administrator in planning and implementing departmental procedures (E).

Assist with the administration of auditing/accounting policies and procedures throughout the District related to Student Accounting and Attendance to include enrollment and revenue projections generated by attendance (E).

Prepare and present oral and written reports of work performed, including conclusions, findings and recommendations (E).

Audit school records of student enrollment and attendance (E).

Contact school personnel, administrators, and employees of governmental agencies and commercial firms, regarding financial, student attendance or procedural matters related to assigned audits in order to obtain information, explain regulations and procedures, resolve discrepancies, correct procedural problems, and effect better communication and cooperation (E).

Implement policies and regulations as required (E).

Provide advice and consultation related to various aspects of the Admissions and Family Services (E).

Oversee staff for proper ordering of materials and supplies (E).

Coordinate late and on-going applications as needed (E).

Participate in the development and enhancement of the department's automated systems and processes.

Provide direction, information and technical assistance to staff (E).

Train personnel involved in student enrollment, transfer or departure to ensure compliance with all state and district regulations and policies (E).

Train and supervise both full time and part time staff (E).

Coordinate, schedule and assign tasks to ensure proper staffing levels for operational activities (E).

Provide direction to maintain student record computer-maintained information, such as, microfilm, microfiche records and document imaging (E).

Oversee the storage and retrieval of active and inactive records (E).

Conduct audits of enrollment processes, procedures and systems to recommend appropriate changes as necessary (E).

Assist in the formulation of operational plans and budgets.

Compile and analyze data for technical reports and records (E).

Assist in the implementation of approved budgets (E).

Communicate with district personnel and outside organizations to exchange information (E).

Resolution of any issues or concerns that may arise (E).

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Rules and procedures relating to enrollment, registration and transfer.
- District policies, which address nondiscrimination in educational programs.
- Principals of training and supervision.
- District organization.
- District policies, procedures, rules, regulations and Education Code related to assigned function.
- Diverse cultures and backgrounds.
- Oral and written communication skills.
- Interpersonal skills.
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds of district students.

Ability to:

- Communicate effectively orally and in writing
- Evaluate work methods and performances.
- Maintain confidentiality
- Clarify issues, develop constructive solutions to problems, and prepare appropriate resources in a timely manner.
- Read, interpret, apply, and explain rules, regulations, policies, procedures, and Education Code.
- Plan, organize, and establish priorities
- Relate well to student, staff, parents, and others
- Assist others in problem solving
- Work independently and make decisions within established guidelines
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Operate a computer, related software, and standard office equipment.

Education and Experience:

Any combination of education, training and/or experience equivalent to a Bachelor's Degree from an accredited four-year college or university in accounting or auditing. Three (3) years' experience working with the public. Experience in school district accounting is desirable.

License or Certificate:

- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire
- Possession of a valid California driver's license

WORKING CONDITIONS:

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

Salary Placement:

Management Team Salary Schedule

Tier 5, Range 3

12-month work year

Board Approval: 10/23/18, 02/26/19

Management re-alignment effective 03/01/19