

CLASS TITLE:

STUDENT ENROLLMENT SPECIALIST

DEFINITION: this position will perform registration and enrollment, including transfers, change of address and overflows

DIRECTLY RESPONSIBLE TO

Director, Student Services

EXAMPLE OF DUTIES: (To include, but not limited to)

E: Essential Functions. Incumbents may perform any combination of the essential functions shown below. This position is not intended to be an exhaustive list of duties, Knowledge, or abilities associated with this classification, but it is intended to accurately reflect the principal job elements.)

- Process all paperwork necessary to enroll new or transfer students. **E**
- Prepare annual notifications and enrollment documents. **E**
- Assist with maintaining database of registration activities. **E**
- Process Inter and Intra district transfers, Special Circumstances and Alternative Education. **E**
- Process Change of Addresses. **E**
- Interface well with the public orally and in writing. **E**
- Perform clerical work in creating and maintaining accurate district reports. **E**
- Implement and maintain records of waiting lists movement, transfers, and appeals. **E**
- Provide information regarding district programs and services.
- Prepares various outgoing materials for mailing and distribution. **E**
- Input, code and update school student information in an assigned computer system; establish and maintain automated records and files. **E**
- Initiate queries and generate and distribute computerized reports, forms and documents as requested; assure accuracy of input and output data.
- Prepare various outgoing materials for mailing and distribution. **E**
- Assist in maintaining student data records for state reporting requirements. **E**
- Respond to staff, parent and community questions regarding the district-wide student admissions and enrollment effort; including procedures and policies; interface between the centralized operation and the individual school sites. **E**

KNOWLEDGE OF:

- Basic office routines and procedures
- Knowledge of California Immunization requirements

- Proficient ability using a personal computer, Internet, Microsoft Office Programs, Google Doc, Business Plus and student information databases. Proficiency in applicable computer software programs used by the District
- Correct English language, spelling, punctuation
- Local District and state graduation requirements
- Perform a variety of clerical work involving use of independent judgment requiring accuracy and speed
- Communicate effectively, both orally and in writing
- Understand and carry out oral and written instructions
- Maintain cooperative working relationships with those contacted in the course of work.

SKILLS IN:

- Handling confidential material with discretion.
- Establishing and maintaining effective working relationships.
- Work independently and proactively.
- Understanding and carrying out oral and written instructions.
- Communicating interpersonally and to make group presentations.
- Dexterity of hands and fingers to operate a computer keyboard and manipulate paper.

EDUCATION & EXPERIENCE

Equivalent of two years of college or completion of the twelfth grade and two years clerical experience; or any combination of training and experience that provides the desired knowledge and abilities.

SAMPLE PHYSICAL ABILITIES

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

CST Salary Range: 491

Work Days: 260 days

Mt. Diablo Unified School District

Approved by the Board of Education on 6-22-22