



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED SUPERVISORY

DISTRICT ENROLLMENT SUPERVISOR

DEFINITION:

Under the direction of the assigned Administrator or Supervisor, direct, support, and coordinate the daily operations of the District Enrollment Center; lead and establish the enrollment process for the District; perform technical and specialized functions in the processing of the enrollment, placement, and accommodations of new students according to established District procedures; maintain compliance with regulations, policies and procedures; supervise and evaluate the performance of assigned personnel; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Lead and establish the enrollment process for the District.
- Perform technical and specialized functions in the processing of student enrollment, placement, and accommodations of new students according to established District procedures.
- Perform technical and specialist functions in the processing, enrollment placement, and accommodation of new students, including students within foster, McKinney-Vento, and special education programs.
- Determine room availability for new students based on teacher contracts, facilities, established State ratios, and class size penalties.
- Supervise, train, and evaluate the performance of assigned staff.
- Interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Submit personnel requests according to established procedures.
- Identify special needs or accommodations based on the student information provided during registration.
- Initiate and coordinate services as needed to process the admission of new students.
- Reconcile District enrollment and work in collaboration with site attendance office to maximize student enrollment, attendance, and funding.
- Research and compile information and compute statistical data for federal, State, and District reports, departmental budget, and special projects as assigned.
- Project future enrollment and staffing needs.
- Ensure the accuracy of data in the student information system.
- This may include reconciliation with CALPADS data, special education MIS data, foster and homeless youth, English learners, CTE, and any other student identifiers.
- Direct and participate in the development and maintenance of a variety of related records, and the development of related reports.
- Support the District-wide online verification process.
- Assist with implementation and answer questions.
- Receive and address complaints from parents regarding the enrollment/online verification process.
- Ensure enrolled student's education support services have been offered which may include transportation, child nutrition, health, English learner assessments, supplemental student programs, and others as assigned.
- Develop and prepare assigned budget for the program.
- Analyze and review budgetary and financial data.
- Control and authorize expenditures in accordance with established limitations.
- Submit purchase orders according to established procedures.
- Coordinate communications between the school, District resources, parents and outside organizations.

- Provide information concerning enrollment program, policies, and procedures.
- Attend and participate in a variety of meetings related to job responsibilities.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District organization, operations, policies, and objectives.
- Applicable sections of State Education Code and other applicable laws, rules, and regulations related to student enrollment and confidentiality of sensitive information.
- Modern office practices, procedures, and equipment.
- Operation of a computer and assigned database and software systems.
- Record keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Mathematical computations.
- Budget preparation and control.

ABILITY TO:

- Oversee and perform a variety of complex duties concerning the enrollment of new students.
- Interpret, explain, and apply extensive knowledge of District policies, regulations, policies, procedures.
- Exercise independent judgement.
- Analyze situations accurately and adopt an effective course of action.
- Compose correspondence and written materials independently.
- Add, subtract, multiply, and divide quickly and accurately.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Operate a computer and assigned software to enter data, maintain records, and generate reports.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Complete work with many interruptions.
- Understand and work within scope of authority; work independently with little direction.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Train, supervise, and evaluate personnel.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of an Associate's or higher degree from an accredited college/university.

EXPERIENCE:

Four years of experience handling K-12 student enrollment/attendance.

Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 20 to 30 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.
- May be exposed to anti-social behavior while working in an office environment of constant interruptions with a large volume of public contact.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

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**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**