

REGISTRATION CENTER SUPERVISOR

Under the direction of the Senior Director, Student Services, the Registration Center Supervisor directs, supports, and coordinates the daily operations of the District Enrollment Center; performs technical and specialized functions in the processing of the enrollment, placement, and accommodations of new students according to established District procedures.

ESSENTIAL DUTIES

- manages, supports, and coordinates the daily operations of the District Registration Center
- performs technical and specialized functions in the processing of the enrollment, placement, and accommodations of new students according to established District procedures
- applies extensive knowledge of District policies and exercises independent judgment; expedites transmittal of information and facilitate implementation of policies and programs; assures timely communications
- identifies special needs or accommodations based on the student information provided during registration; initiates and coordinates services as needed to process the admission of new students
- coordinates communication between the school, District resources and parents and outside organizations; greets visitors and receives telephone calls; provides information concerning the District Enrollment Center program, policies, and procedures
- reconciles District enrollment and works in collaboration with attendance office to maximize student enrollment, attendance and funding
- makes telephone calls to verify, receive or transmit information; receives, opens and screens incoming mail; independently composes replies according to established guidelines and procedures
- researches and compiles information and computes statistical data for federal, State and District reports, departmental budget and special projects as assigned
- ensures the accuracy of data in the student information system including the reconciliation and correction of Calpads data, special education Casemis data, foster and homeless youth, English learners, CTE, and any other student identifiers
- supports in the coordination and promotion of supplemental student programs
- ensures enrolled student's education support services have been offered which may include transportation, child nutrition, health, English learner assessments, supplemental student programs, etc.
- operates office equipment including a computer to input various data related to students; updates assigned systems with new information as appropriate; prepares and generates reports, records, charts and matrixes utilizing assigned systems
- attends a variety of meetings; prepares and sends out notices; collects and compiles information, reviews and edits reports and other documents for accuracy and completeness; prepares, processes and submits records and reports related to assigned activities
- provides assistance and detailed information regarding enrollment policies to District staff, parents and the public
- trains staff as needed
- exercises technical and functional supervision of clerical staff
- performs related duties as assigned

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

Knowledge of (continued):

English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy; telephone techniques and etiquette.

Ability to: Perform a variety of technical duties concerning the enrollment of new students; interpret, explain, and apply extensive knowledge of District policies, regulations, policies, procedures and exercise independent judgment; create forms, matrixes and tables on the computer; 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 terminal 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; type at an acceptable rate of speed; communicate effectively with other districts, parents, staff and the public including members of ethnic communities.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this 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 duties of the job.

EDUCATION AND EXPERIENCE

Education: Verification of a High School diploma, a GED certificate, or a higher degree. Supplemental college-level course work in a related field is desirable.

Experience: Five years of experience in K-12 student enrollment/attendance.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier, and personal vehicle for job-related travel which must be available upon offer of employment and maintained throughout employment in this position.