

Napa Valley Unified School District

Position Description

Position: Enrollment Specialist	Position Number:
Department/Site: Business Services	FLSA: Non-exempt
Reports to/Evaluated by: Business Services or Designee	Salary: Range 31

Summary

The job of Enrollment Specialist is done for the purpose/s of providing support to departments and sites with student enrollment and placement; coordinating and providing enrollment activities between departments and school sites; working with families, the public and outside agencies, establishing and maintaining department records; coordinating assigned enrollment projects; and compiling and distributing a wide variety of materials and reports/records.

Distinguishing Career Features

This is a customer facing position that requires working under limited supervision using standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Essential Duties and Responsibilities

- Answers incoming calls for the purpose of screening calls, transferring calls, responding to inquiries and taking messages.
- Assists in the inputting of student information from a variety of sources into the student data system for the purpose of accurately processing the information.
- Assists in analyzing enrollment processes (e.g. enrollment data, records, and other required information, etc.) for the purpose of ensuring accurate student placement, and projecting enrollment trends.
- Assists with organization and management of events and activities related to student attendance and enrollment for the purpose of ensuring that these events run smoothly and efficiently.
- Communicates with staff and parents, via a variety of means (e.g. in person, by telephone, etc.) for the purpose of gathering and processing accurate and timely information.
- Compiles data (e.g. enrollment reports, specialized reports, student reports, etc.) for the purpose of preparing reports and processing requests for information.
- Establishes and maintains cooperative and effective working relationships (e.g. with students, parents, staff and other agencies, etc.) for the purpose of ensuring department efficiency and customer service.
- Maintains a variety of files and records for the purpose of ensuring accuracy of student enrollment; and complying with mandated requirements.
- Participates in department and in-service meetings for the purpose of conveying and gathering information required for continuous enrollment center improvement.
- Performs complex clerical and statistical record keeping tasks related to enrollment of students and maintenance of records for the purpose of ensuring that students are enrolled in an efficient, expeditious manner.
- Performs record keeping and clerical functions (e.g. scheduling, copying faxing,

etc.) for the purpose of supporting departmental staff.

- Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, reports, audit reports, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Researches Legislative and board policies for the purpose of providing accurate information to departments, sites, the public and outside agencies on enrollment.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information and direction, facilitating communication.
- Reviews outside district (inter) and inside school-to-school (intra) district transfers for the purpose of determining the possibility of placement at a NVUSD school site.
- Utilizes databases and software systems (e.g. containing student information, etc.) for the purpose of providing accurate information for District and for site administrators
- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Qualifications

Knowledge and Skills

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current generation enrollment software; codes/laws/rules/regulations/policies; commonly accepted office practices; and English grammar, spelling and punctuation. SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: using email, participating in virtual meetings and interact with documents such as DocuSign, etc.; operating standard office equipment; preparing and maintaining accurate records; using pertinent software applications

Abilities

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data and performing responsible and difficult clerical tasks with speed and efficiency.

Physical Abilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. With or without the use of aids: sufficient vision to read printed materials; sufficient hearing to hear normal and telephone conversations; sufficient capability

to speak in an understandable voice with sufficient volume to be heard in normal conversations; sufficient manual dexterity to write, use telephone and office duplicating machines; and sufficient strength for some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Education and Experience

Minimum Requirement: High school diploma or equivalent.

Licenses and Certificates

Requires Job-Related Skills Proficiency Test