

Southern Kern Unified School District Position Description

Position Title: **District Enrollment Coordinator**
Department: Educational Services
Reports To: Assistant Superintendent
Prepared By: Staff Date: April 12, 2017
Approved By: Governing Board Date:

SUMMARY: The District Enrollment Coordinator provides support for online enrollment process

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Calendar appointments and meetings with parents to complete enrollment process
- Assist parents to navigate computer system as needed
- Enroll students into proper school site
- Ensure enrollment packets are complete upon enrollment
- Scan & send completed packets to school sites
- Navigate AERIES student data system
- Saturday School letters
- Assist with attendance letters mailed to parents English/Spanish monthly
- Assist with phone calls English/ Spanish
- Translate letters, notices, and other documents in Spanish/English
- Assigned other duties pertaining to job functions

SUPERVISORY RESPONSIBILITIES: None

EDUCATION and/or EXPERIENCE:

- Prior experience with customer service 3 years minimum
- Detail Oriented
- Excellent oral & written communication skills in English and Spanish
- K-12 school experience required

LICENSE REQUIREMENT

- Possession of a valid California Motor Vehicle Operator's License

CONDITIONS OF EMPLOYMENT:

- Must pass California Department of Justice background check
- Must have a current TB Certificate

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:*

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push pull or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.

- Perceiving the nature of sound, visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment and to handle and work with various materials and objects are important aspects of this job.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The noise level in the work environment is usually quiet.
- Position usually demands meeting deadlines with severe time constraints.

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.