

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Enrollment/Data Center Supervisor

QUALIFICATIONS

**REQUIRED EDUCATION:** Equivalent to completion of the twelfth grade.

**EXPERIENCE:** Three years of increasingly responsible experience in an office setting, including in a lead capacity.

**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; 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; analyze situations accurately and adopt an effective course of action; add, subtract, multiply and divide quickly and accurately; maintain records and prepare reports; complete work with many interruptions; understand and work within scope of authority; work independently with little direction; meet schedules and timelines.

**PERSONAL QUALIFICATIONS:** Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community; demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction of the assigned supervisor, plan, implement, manage, support and coordinate the daily operations of the District Enrollment/Data Center; supervise the Enrollment/Data Center programs and services and evaluate assigned personnel; perform technical and specialized functions in the processing of the enrollment, placement and accommodations of new students according to established District procedures; oversee the District's Medi-Cal Administrative Activities (MAA) program; perform other duties as required.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcome of the Enrollment/Data Center Supervisor's job performance will be as follows:

1. Serve as the supervisor of the Enrollment Center and the Data Center.
2. Train and supervise the work of Enrollment/Data Center personnel in assigned area(s), make modifications to assignments and set priorities.

3. Perform technical and specialized functions to process the enrollment, placement, and accommodations of new students according to established District procedures.
4. 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.
5. Coordinate communication between the school, District resources and parents and outside organizations; greet visitors and receive telephone calls; provide information concerning the District Enrollment/Data Center program, policies and procedures.
6. Oversight and management of caregiver affidavits and homeless referrals will be effectively processed and maintained.
7. The District's MAA program will be effectively coordinated and implemented.
8. MAA paperwork and online time surveys will be collected and appropriate corrections will be accurately accomplished in a timely manner.
9. Data entry of all time surveys will be effectively supervised.
10. Site visits in time survey completion and correction, including one-on-one retraining, will be made on a timely and regular basis.
11. Quarterly time surveys will be effectively prepared and submitted.
12. Quarterly Medi-Cal packets will be effectively monitored.
13. Training on MAA paperwork for District and site personnel will be effectively planned, organized and conducted.
14. Audit materials related to the MAA program will be competently organized.
15. District MAA documentation will be collected in a timely manner and will be appropriately examined for accuracy.
16. Make telephone calls to verify, receive or transmit information; receive, open and screen incoming mail; independently compose replies according to established guidelines and procedures.
17. Research and compile information and compute statistical data for federal, State and District reports, departmental budget and special projects as assigned.
18. Operate office equipment including a computer to input various data related to students; update assigned systems with new information as appropriate; prepare and generate reports, records, charts and matrixes utilizing assigned systems.
19. Provide assistance and detailed information regarding enrollment policies to District staff, parents and the public.
20. Exercise technical and functional supervision of clerical staff.
21. Evaluate classified staff assigned to the center.

22. Apply departmental standards of performance to each position supervised, advise subordinates of performance standards, observe and document performance and prepare periodic and special evaluations of performance for supervisory review and approval.
23. Prepare supporting documentation for and recommend employee recognition and discipline.
24. Recommend modifications of work procedures and schedules to meet special needs and conditions.
25. Give oral and written directives.
26. Monitor, review, correct, and submit records and reports prepared by subordinate staff, extracting information for reports and other management information purposes and ensuring timeliness of submission.
27. Analyze and track enrollment paperwork processes and take appropriate action to reconcile potential discrepancies.
28. Provide on-the-job training to staff of the assigned unit.
29. Analyze operations for enrolling students and processing data, recommending the implementation of improvements in service and functions.
30. Report operations problems to the Director of Student Services.
31. Serve on assigned committees and advisory groups.
32. Provide timely and effective communications regarding incidents and/or situations which might impact the District, its divisions or its schools to appropriate District office/school personnel.
33. Make active and consistent efforts to maintain and improve the overall internal and external image of the District, its divisions, and its schools.
34. Perform other related duties as assigned.

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