

Enrollment Coordinator

Dept/Div: Secondary Technical Center/N/A

FLSA Status: *Exempt*

General Definition of Work

Performs difficult professional work maintaining enrollment of student populations, processing credits, supporting students academically, assisting with creating schedules and curriculum, creating and maintaining various documents and files, and related work as apparent or assigned. Work is performed under the moderate supervision of the Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Conducts enrollment meetings with new students and their respective parents or guardians.
Manages phone messages; schedules appointments; updates counselors, etc.
Collaborates with home school counselors to determine student credit needs.
Prepares and sends transcripts or documents.
Assists with updating credit summaries to student files.
Acts as a teacher.
Acts as an advisor to students; meets periodically with them to ensure graduation plan.
Serves on various committees, teams and groups as a representative of the district or department.
Creates the master schedule; prepare and facilitates arena scheduling for students; assists with the planning of curriculum in the English department.
Assists with maintaining student order and discipline.
Prepares and sends various correspondence to stakeholders.
Maintains a working level knowledge of education news and local, state and federal issues.
Assists with planning special events.

Knowledge, Skills and Abilities

Thorough knowledge of applicable local, state and federal policies, rules and regulations pertaining to enrollment and credits; thorough skill composing letters and student records with accuracy and timeliness; thorough skill operating standard office equipment and applicable hardware and software; general skill operating database systems; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to communicate effectively; ability to establish and maintain effective working relationships with administrators, staff, clients, similar professionals, local law enforcement, college admissions staff and the general public.

Education and Experience

Bachelor's degree with coursework in education, or related field and considerable experience working in a learning environment, or equivalent combination of education and experience. Master's degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and repetitive motions and occasionally requires standing, walking, sitting, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and

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analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Minnesota Teaching license.

K-12 Counseling licensure preferred.

Last Revised: 9/27/2011