

Job Title: COORDINATOR, STUDENT REGISTRATION AND ENROLLMENT
Reports to: Director, PEIMS Data Quality, Compliance and Accountability
Dept./School: PEIMS Data Quality, Compliance and Accountability
Wage/Hour Status: Exempt
Date Revised: July 22, 2019

Primary Purpose

Serve as district attendance officer. Implement and maintain a district-wide attendance compliance and truancy prevention program that enhances the effectiveness and efficiency of the district's operations. Assist in the overall operations of the student enrollment and registration department in relation to student enrollment, transfers, discipline and drug free schools.

Education/Certification

Bachelor's degree in Education or related field, required
Master's degree, preferred
Texas assistant principal or other appropriate Texas certificate, preferred

Special Knowledge/Skills

Demonstrated leadership ability in working with other administrators, teachers, students, parents, and the general public
Thorough understanding of school operations
Knowledge of Texas school registration, enrollment, discipline, and attendance, laws and regulations
Strong organizational, communication, and interpersonal skills Ability to coordinate campus support operations
Ability to handle multiple high-priority tasks simultaneously
Ability to manage budgets and personnel
Ability to interpret policy, procedures, and data

Experience

Three year's experience as a classroom teacher, or job related experience

MAJOR RESPONSIBILITIES AND DUTIES

Climate

1. Establish and maintain an environment which is conducive to positive staff morale and directed towards achievement of the district's mission.
2. Foster collegiality and team-building among staff, encouraging their active involvement in decision- making.
3. Communicate effectively with the Director, staff, parents, and community.
4. Mediate and facilitate effective resolution of conflicts in a timely fashion.
5. Initiate and support programs and actions that facilitate a positive, caring climate for learning in an orderly, purposeful environment.

Attendance Enforcement

6. Assist the Director in increasing campus and district attendance.
7. Provide leadership and assist campus personnel with overall administration and operation of the district-wide attendance and truancy prevention program; assist with attendance compliance concerns and corrective action plans; assist in the development of necessary policies and/or procedures.
8. Investigate cases of unexcused and excessive absences; enforce provisions of compulsory attendance laws, Board policy, and administrative regulations.

Program Improvement

9. Design a systematic evaluation of the effectiveness of the department and plan for improvement.

10. Identify, analyze, and apply research findings to facilitate program improvement; evaluate and recommend improvement in the purposes, design, and implementation of the program, as well as other support programs related to the mission of the district.

Personnel Management

11. Confer with subordinates regarding their professional growth; work jointly with them to develop and accomplish improvement goals; identify, provide and/or encourage participation in available in-service training options to address the goals identified through the growth planning process.
12. Supervise the operation of the district's student registration and enrollment program.

Administration and Fiscal Facilities Management

13. Comply with district policies, as well as state and federal guidelines, in pursuing the mission of the district; provide student information reports for state and federal agencies as needed.
14. Be effective in scheduling activities and the use of resources needed to accomplish determined goals.
15. Accept responsibility for disseminating and collecting information for student records management.

Student Management/Consultation

16. Provide assistance to the Director in matters relating to Student Management/Expulsion policies.
17. Coordinate the district-wide drug testing program.
18. Coordinate the planning and implementation of district-wide attendance for credit and early intervention credit recovery options; confer regularly with respective campus and administrative personnel to identify problems of attendance, student truancy and those at risk of dropping out.
19. Confer with students and parent in matter of attendance and truancy and make a reasonable effort to gain their cooperation to improve attendance; conduct home visits and parent conferences as needed.
20. Refer to administration any student who appears to have exceptional problems which interfere with school attendance.
21. Work with the Director on recommending school attendance zones.

School/Community Relations

22. Demonstrate awareness of district/community needs and initiate activities to meet those identified needs.
23. Interpret and communicate compulsory attendance laws and school policy to parents and students.
24. Promote a positive and professional image to the community.
25. Assist campus leadership with effective communication between community resources.

Ethics

26. Promptly report any suspected violations of the code of ethics, such as theft, fraud, data manipulation, or any other dishonest act in the workplace.
27. Keep current in and comply with all state and district policies and regulations concerning primary job functions.
28. Maintain confidentiality of all data and files.

Other

- 29. Utilize information and insights gained in professional development programs for self-improvement.
- 30. Conduct oneself in a professional and ethical manner.
- 31. Perform other duties assigned by supervisor.

Supervisory Responsibilities

- 32. Supervise and evaluate the performance of all the staff assigned to the Student Registration and Enrollment Department

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; coordinate multiple projects, meet deadlines. Frequent prolonged and irregular hours; frequent district-wide and occasional state or national travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____

Date: __

Approved by: _____

Date: __