

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Director, Enrollment Center	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Director III	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	4936	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Admissions and Family Services	<b>SALARY:</b>	Range 19 Salary Schedule A
<b>REPORTS TO:</b>	Assistant Superintendent of Student Support Services	<b>HR APPROVAL:</b>	1-5-2022
		<b>HR REVISION:</b>	1-5-2022
			08-31-11
		<b>CABINET APPROVAL:</b>	1-5-2022
			11-12-2021

**BASIC FUNCTION:**

Plan, organize, control, and direct the centralized Admissions and Family Services Center; assume responsibility for the enrollment, placement, school choice, family orientations, permits/transfers, Caregiver Authorization Affidavits, contractual capacity (CONCAP), as well as the legally mandated maintenance of the district student records; oversee the immunization clinic.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Responsible for the complete operation of the centralized Admissions and Family Services Center; assist in the development, evaluation, and implementation of district policies and procedures related to enrollment and placement. **E**

Galvanize the district-wide, student admissions and enrollment effort; responsible for the operations of the enrollment and placement process, including the interface between the centralized operation and the individual school sites, including procedures, training, and support. **E**

Coordinate the preparation of the department’s annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Act as a liaison to assist in maintaining a rapport between the district, outside agencies, and community partners for the benefit of students and parents; work with community partnerships to meet the varied needs of students. **E**

Research and evaluate ways and means for assisting families and individuals with the enrollment process and connection with appropriate services; coordinate orientations to acclimate new families into the district. **E**

Develop, administer, and evaluate the enrollment and placement process as it relates to the No Child Left Behind Act (NCLB)/school choice opportunities in the district. **E**

Collaborate with Technology Services and other staff to promote and expand the use of technology in the delivery of the admissions and enrollment process, including school choice. **E**

Oversee all inter- and intra-district permits for the district; evaluate the student transfer process; ensure the student transfer process supports district families, and encourages those who wish to transfer in from neighboring districts. **E**

Coordinate the Caregiver Authorization Affidavit process according to Education Code, so an adult caregiver may enroll a child in public school, make school-related medical decisions, and make other important decisions on the minor's behalf. **E**

Coordinate the concapping of students to an alternative school site when the grade level at the home (sending) school is at capacity. **E**

Responsible for student records and all subpoenas involving student records; assist schools with proper maintenance of student records. **E**

Oversee the immunization clinic which also conducts health screenings for children, such as hearing, sight, scoliosis, etc. **E**

Conduct meetings with district staff, site principals, and site clerical staff to discuss progress, plans, and suggestions for improving the enrollment process to ensure it best serves all the various schools and departments of the district. **E**

Establish, manage, and evaluate a variety of processes, services, and programs designed to serve the families of the Sacramento City Unified School District; ensure effective and ongoing communication between the district and the parent community, as well as the community at-large. **E**

Establish formats and procedures for collecting data on parent opinions, requests, and recommendations with regard to the operation of the enrollment, placement, and outreach programs. **E**

Work collaboratively with site and central office personnel toward effective and efficient program implementation of family service programs; implement family service programs so that they are accessible and valuable to families throughout the district; facilitate ongoing support to families in all appropriate languages. **E**

Complete required state and federal reports related to student enrollment. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Communicate and collaborate with other administrators, district personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Bachelor's degree, and four years increasingly responsible supervisory experience. District office experience preferred.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance; Administrative Services Credential preferred.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- Admissions, enrollment, and placement practices and procedures.
- School choice and transfer process.
- Effective management systems.
- Budget preparation and control.
- Applicable laws, codes, regulations, policies, and procedures.
- District organization, operations, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.
- Principles and practices of management, supervision, and training.
- Evaluation approaches, strategies, and techniques.
- Operation of a computer and related software.

**ABILITY TO:**

- Implement effective management systems.
- Attend meetings with concerned groups (parents, teachers, etc.).
- Development and implement procedures and processes that meet the goals and objectives of the district.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Problem solve and implement strategies.
- Establish and maintain effective working relationships with staff, parents, and the public.
- Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Plan and organize work to meet schedules and deadlines.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied or abusive individuals.

**HEALTH BENEFITS:** Management employees purchase their own health benefits with district-offered plans.

*(Former Classification: Coordinator III, Enrollment Center)*