

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Open Enrollment Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9640	WORK YEAR:	12 Months
DEPARTMENT:	Assigned Department	SALARY:	Range 48 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	04-03-00
		HR REVISION:	08-10-12

BASIC FUNCTION:

Perform diverse, specialized work requiring knowledge of the district Open Enrollment Program and related state laws, district policies, procedures, and precedents; plan, organize, coordinate, and facilitate district-wide open enrollment process.

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.)

Perform complex salary, budget, and clerical duties involving the development of personnel authorization records and documents for budgetary control purposes of all district-wide programs and positions funded through the Open Enrollment Program; train and provide work direction to clerical staff. **E**

Interpret and apply policies and regulations as appropriate to the Open Enrollment Program; develop and coordinate communications with schools, departments, public, and the media; obtain and provide information; resolve issues. **E**

Maintain daily open enrollment accounting to keep accurate records of enrollment data by school and student for each school year; work directly with school site personnel to process all open enrollment applications, and verify for accuracy; communicate with parents to verify student application information. **E**

Coordinate and prepare open enrollment reports by school, student, grade, or as directed; coordinate with schools, departments, and outside agencies for public relations and recruitment efforts; coordinate with the school site open enrollment coordinator and principal regarding open enrollment process and procedural changes. **E**

Interpret rules and regulations to the public, and handle difficult and complex public relations tasks; design and develop open enrollment publications, such as brochures, calendars, and frequently asked questions; prepare parent information, acceptance, waiting list, and non-criteria letters; communicate and furnish information to the public, principals, Superintendent's Cabinet, and other district personnel. **E**

Coordinate with other departments for translation of materials. **E**

Prepare and distribute planning and budget allocation forms for the Open Enrollment Program; provide technical assistance to program personnel in developing budget requests for expenditures; coordinate and assemble materials necessary for preparation of the open enrollment process. **E**

Research and verify student addresses according to boundary guidelines, as well as date of birth, student telephone number, school choices, and current neighborhood school; cross reference lottery criteria and applications against open enrollment software program; verify open enrollment report for lottery. **E**

Prepare personnel and financial reports as requested; examine personnel and purchase requisitions for materials, equipment, supplies, and other expenses, and process all authorized requests; audit all monthly budget reports. **E**

Enter and maintain statistical data and records; prepare and provide reports and other documents for state mandated cost reimbursement. **E**

Assist in the development of office and open enrollment procedures to meet the ongoing needs of the program. **E**

Reserve a variety of rooms and/or locations for processing open enrollment applications; set up files, equipment, materials, and computers/printers as necessary; move between locations during the open enrollment period. **E**

Communicate with software vendor, other school districts regarding inter-district permits, private schools, parents, as well as out-of-district parents and school district. **E**

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**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database; operate standard office equipment; lift light objects. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and four years of experience in general technical and clerical work.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver’s license, and provide proof of insurance. Overall scores in computer software testing program preferred as follows:

- Keyboarding.....55 Correct WPM
- Word.....80% Overall Score
- Excel.....80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Open Enrollment Program process and procedures.
- Applicable sections of State Education Code and other state and federal laws.
- Methods and processes of statistical analysis and data reporting.
- Operation of a computer, related software, and standard office equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Review state and federal laws, and determine their application to assigned area.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain records; prepare and provide reports and other documents for mandated cost reimbursement.
- Operate a computer, related software, and standard office equipment.
- Communicate effectively, both orally and in writing.

Lift light objects according to safety regulations.

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

Establish and maintain cooperative and effective working relationships with others.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; constant interruptions, drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date