

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Specialist, Attendance and Enrollment	CLASSIFICATION:	Non-represented Management, Classified
SERIES:	Specialist III	FLSA:	Exempt
JOB CLASS CODE:	9712	WORK YEAR:	12 Months
DEPARTMENT:	Enrollment and Family Services Center	SALARY:	Range 7 Salary Schedule A
REPORTS TO:	Director III, Enrollment and Family Services Center	HR APPROVAL: REVISION:	2-16-16

BASIC FUNCTION:

Plan, organize, control, and coordinate a variety of Enrollment and Family Services Center functions and activities, such as student attendance, enrollment, special education support, and dropout prevention programs.

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.)

Provide leadership in the development, implementation, and evaluation of student attendance, enrollment, and special education support services that motivate students to attend and remain in school; develop and oversee implementation of a strategic plan for system-wide attendance improvement. **E**

Oversee incentive programs for increasing student attendance; oversee all registration paperwork for all Special Education students K-12 including pre-school and Non-Public Schools (NPS) coming through the enrollment center. **E**

Perform high complex duties related to enrollment and attendance including processing of appropriate documents; implement state rules and regulations relating to the compulsory school attendance, admission, and intra/inter-district policies. **E**

Enforce compulsory school attendance laws as provided in Education Code and district policies; serve as an advisor to school site staff regarding attendance issues; coordinate and implement positive attendance programs. **E**

Confer with attorneys representing or prosecuting parents and/or students involved in litigation of school related attendance issues who desire student information; advise and work closely with other departments and county agencies (i.e. Sacramento County Truancy Court) regarding litigation pertaining to district parents and students. **E**

Consult with parents to obtain information about students; provide information and counsel parents on issues related to school policies, programs, and related attendance laws; discuss irregular attendance. **E**

Attend County School Attendance Review Board (SARB) meetings to maintain regular contact with surrounding school districts regarding interchange of students to supervise, completion of SARB contracts, and networking with school districts. **E**

Provide formal and informal training and workshops for school sites, district personnel, other school districts, counties in California, and outside states, social work services, community-based organizations, law enforcement, and governmental agencies; serve as a referral agent to community-based organizations and government agencies as directed by assigned supervisor. **E**

Enroll new students or transfer existing students, completing all necessary forms and paperwork; ensure compliance with entry and/or eligibility requirements (immunization, proof of residence, verification of approval for entry, preschool program eligibility, etc.). **E**

Process placement of students due to enrollment exceeding contract capacity and notify Transportation Services as needed. **E**

Meet with parents and students to explain entry requirements; communicate with parents and others regarding enrollment and transfer policies, procedures, and options; provide information and assistance regarding enrollment and intra-linter-district transfers. **E**

Analyze, maintain, and provide ongoing documentation, data, or reports to district administration, the county, and state, i.e., the school district's truancies and dropouts, state-mandated cost reimbursement. **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**

Maintain current knowledge of applicable provisions of federal, state, and district laws, rules and regulations; review existing and pending legislation related to assigned duties and procedural guidelines. **E**

Operate a computer to access database and spreadsheet records; create, enter, extract, arrange, and/or update data; generate reports, records, lists, and summaries from computer database; operate digital imaging equipment, scanner, and standard office equipment. **E**

Assist with the preparation of the annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **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**

Provide a positive climate of interaction and communication between school staffs, families, and the community within the Enrollment and Family Services Center. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree in education or a related field, and three years of experience in attendance or related field including at least two years of experience in a school district.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license, and provide proof of automobile insurance. Specific languages may be required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Enrollment, attendance and transfer requirements and procedures.
- Special Education programs.
- Applicable laws, codes, regulations, policies and procedures.
- District organization, operations, policies, and procedures.
- Local community-based organizations and government agencies.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communications skills.
- Presentation, communication, and public speaking techniques.
- Principles and practices of management, supervision, and training.
- Evaluation approaches, strategies and techniques.
- Budget preparation and control.
- Operation of a computer terminal, software and other office equipment.

ABILITY TO:

- Coordinate the functions, activities and programs of the department.
- Implement and oversee strategic plan for improvement in student attendance.
- Gather, interpret, and analyze statistical data.
- Establish and maintain cooperative and effective working relationships with others.
- 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. May occasionally work long hours and/or on weekends.

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.

HEALTH BENEFITS: District pays a portion of the employee’s health benefits through district-offered plans.

APPROVALS:

Cancy McArn, Chief Human Resources Officer

Date

José L. Banda, Superintendent

Date