

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

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<b>TITLE:</b>	Specialist, Enrollment Transitional Kindergarten/Admission and Family Service	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Specialist III	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9914	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Enrollment Center	<b>SALARY:</b>	Range 7 Salary Schedule A
<b>REPORTS TO:</b>	Assigned Supervisor	<b>CABINET APPROVAL:</b>	3-6-2025
		<b>HR APPROVAL:</b>	3-27-2025
		<b>BOARD APPROVAL:</b>	4-10-2025

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**BASIC FUNCTION:**

Plan, organize, control, and coordinate a variety of Enrollment Center functions and activities, such as Transitional Kindergarten through 12<sup>th</sup> grade enrollment; oversee the Transitional Kindergarten application process, and special education support.

**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.)**

Review and verify applications and submitted documentation for enrollment eligibility according to appropriate guidelines; review all submitted documents to verify enrollment eligibility according to appropriate guidelines. **E**

Receive, maintain, and monitor enrollment applications, documents, and forms for accuracy, completeness, authenticity, and eligibility to various Transitional Kindergarten programs. **E**  
Meet with families to ensure completion of all required documents for Transitional Kindergarten programs. **E**

Approve or deny applicants for program enrollment; prepare notices of approval or denial to provide reasonable, timely delivery of enrollment processes i.e. Transitional Kindergarten Open Enrollment and District Permits. **E**

Prepare and distribute enrollment paperwork for various Transitional Kindergarten programs; contact district personnel regarding new and discontinued student enrollments; initiate paperwork to terminate enrollment of children in the program at families' request. **E**

Assure continued enrollment of families by maintaining ongoing process enrollment data for Transitional Kindergarten programs. **E**

Record and track data enrollment reports for various Transitional Kindergarten programs. **E**

Compile, update, monitor, and maintain waiting lists; select prospective enrollees according to space availability. **E**

Prepare, maintain, and audit a variety of confidential enrollment records. **E**

Monitor and track immunization records to ensure they are up-to-date and in compliance. **E**

Communicate with families, school personnel, district personnel, and outside agencies to exchange information and resolve issues or concerns related to student. **E**

Maintain technical and specialized site operation records and files, and prioritize work to meet district, federal, and state guidelines and timelines; prepare informational materials. **E**

Compile information from a variety of sources, and prepare complex reports as required by district, county, state, or federal regulations; communicate with other agencies or departments to provide or obtain information. **E**

Compose correspondence independently or from oral instructions using a computer; prepare and edit letters, memorandums, flyers, posters, postcards, and forms; request, provide, or verify information; receive screen, and route mail. **E**

Transmit confidential or sensitive information as appropriate; provide technical information concerning policies and procedures of assigned program or office according to established guidelines. **E**

Prepare, format, type, proofread, audit, and duplicate records, reports, or related materials. **E**

Operate a computer and related software; generate reports, records, lists, and summaries from a computer database; operate a scanner; operate standard office equipment. **E**

Monitor and maintain enrollment processes according to established guidelines for transitional kindergarten. **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**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations, and others; respond to phone calls, e-mails, letters, and other communications. **E**

Assist in the development and implantation of transitional kindergarten processes and procedures. **E**

Work with team members to assist with daily enrollment of applications. **E**

Collaboratively work with school sites, office personnel, and administrators regarding transitional kindergarten enrollment and assisting in meeting the needs of families. **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**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, 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. Bilingual preferred

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

Valid California driver's license, and provide proof of insurance

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- District policies, procedures, and terminology.
- Applicable sections of State Education Code, and state, federal, and other applicable laws including policies related to students.
- Record keeping and report preparation techniques.
- Operation of a computer, scanner, related software, and standard office equipment.
- Query statements, database programs, etc.
- Receptionist and telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Current office practices, procedures, and equipment.
- Oral and written communication skills.

- Health and safety regulations.

**ABILITY TO:**

- Perform the basic function of the position.
- Learn eligibility requirements and districts SIS.
- Assure program activities comply with local, state, and federal contract obligations, guidelines, and regulations.
- Handle multiple demands at one time and work with people from a wide variety of disciplines. Prepare and maintain files and documents.
- Operate a computer, scanner, related software, and standard office equipment.
- Perform computational tasks with speed and accuracy.
- Maintain records and prepare reports.
- 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.
- Communicate effectively, both orally and in writing.
- Understand and follow oral and written directions in English.
- Complete work with many interruptions, and meet schedules and timelines.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Work confidentially with discretion.
- 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.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied or abusive individuals

**HEALTH BENEFITS:**

District pays a portion of the employee's health benefits through district-offered plans.