

**TITLE:     COORDINATOR OF ENROLLMENT**

**SUMMARY OF JOB DESCRIPTION:**

Responsible for ensuring the district is complying with all laws and regulations as the relate to student information reporting and act as a liaison between the schools and other departments to ensure the integrity of the student data base system.

**SUPERVISED BY:** IS Manager

**ESSENTIAL JOB ELEMENTS:**

1. Responsible for Student October Count. Ensures that there will be few, if any, CDE audit adjustments. Analyzes and makes recommendations regarding improvements on internal processes for tracking and counting student membership. Responsible for interaction between the Colorado Department of Education (CDE) audit team and the District.
2. Train and direct district staff and staff in school buildings on data required for the preparation of the End of Year Student Data Collection (graduation rate and dropout rate). Analyze and make recommendations regarding improvements for the accuracy of data collection to prepare the End of Year report. Develop processes, procedures and timelines to meet all requirements for district state and federal reporting that require student information. Reports include: October Count, CSAO Labels, March Report Card, Safety and Discipline and End of Year.
3. Responsible for user training and assist in the development of user manual documentation for all components of the student information system including compiling school site manuals containing descriptions of the various attendance codes and pertinent board policies and regulations as well as information required in registering, transferring or withdrawing students. Manuals include descriptions of the various data entry codes required for the CDE transmission and must be updated annually.
4. Provide information; assist in research and preparation of referral responses to various local agencies; assist in research and preparation of data and reports requested by other departments or school facilities.
5. Coordinates regular training of new users and provide user updates as necessary.
6. Coordinate with principals in establishing and documenting school schedules to meet state guidelines regarding hours of opportunity and hours of pupil-teacher instruction. Then work with Principals and Registrars to get all students scheduled in the Student Information System each school year and terms. Store historical grades for report cards and transcripts at the end of each term.
7. Direct and coordinate all activities necessary to ensure that all use of student data meets district policy, state laws and federal laws related to student data, acceptable use and confidentiality.
8. Design, direct and coordinate all activities necessary to ensure that all student data is secure and accessible only to individuals with rights to view that data.

9. Serves as a point of contact for all help desk support for the district student information system.  
Provide daily help desk support for district registrars, teachers, and administrators.

10. Perform other related duties as assigned.

**CONTACTS:**

School Registrars, School Administrators, CDE Contacts, School Staff/Teachers, District Administration.

**QUALIFICATIONS:**

1. Data Processing Experience
2. High school diploma or equivalent.
3. Minimum of 2 years college course work or advanced technology training.
4. Demonstrate successful experience in working with mainframe or mini-computer systems, personal computers, various hardware, and software applications.
5. Effective communication and interpersonal skills.

**WORKING CONDITIONS:**

θ	Analyzing	θ	Depth perception	to 50 lbs.)	
θ	Climbing	θ	Exposure to electrical	θ	Near Acuity
θ	Color Vision		shock	θ	Negotiating
θ	Comparing	θ	Feeling	θ	Reaching
θ	Compiling	θ	Handling	θ	Synthesizing
θ	Computing	θ	Hearing	θ	Tasting/Smelling
θ	Coordinating	θ	Instructing		
θ	Crawling	θ	Talking		
θ	Crouching	θ	Medium Lifting (up		