



JOB TITLE	DEPARTMENT	REPORTS TO
Coordinator of Student Assignment	Student Assignment	Director of Student Assignment

Position No: 61008	Length of Work Year: 12 Months
Salary Schedule: AD11	Date Approved: 11/6/19
FSLA: Exempt	Date Revised:

JOB GOAL
To provide Customer Service Leadership to the Student Assignment team. The Coordinator will support enrollment processes for all programs within the department including Choice, Magnet, Home Education, Homeless, Transfers and Attractor programs. The position requires knowledge of applicable local policies and procedures as well as relevant state and federal laws and compliance techniques associated with all programs.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Minimum four (4) year Bachelor's degree, Master's degree preferred. 2. Demonstrated ability to work with the public. 3. A minimum of three (3) years of successful experience in School Choice or Programs. 4. A minimum of three (3) years of successful Customer Service with supervisory experience. 5. Ability to perform the functions of the position.

KNOWLEDGE SKILLS AND ABILITIES
<ol style="list-style-type: none"> 1. Proficiency in data entry. 2. Proficiency in Microsoft Office Suite with a focus in MS Excel, MS Word, MS Access, and Student Systems. 3. Bilingual Preferred. 4. Effective Oral and Written Communication Skills.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To establish a high level of Customer service in Student Assignment for school information or school assignment 2. Develop training material to support Schools and Department on Student Assignment programs and provide training and personalize support. 3. To help effectively manage the daily choice and enrollment programs to include but not limited to Homeless programs (McKinney-Vento), Home School, Magnet and Choice. 4. To work in coordination with the Director of Student Assignment the assignment process and programs within the department including planning, implementation, and evaluation of service and recommend changes as appropriate. 5. To support in community outreach activities designed to provide information to assist parents with the interpretation of all Student Assignment programs. 6. To support and supervise and assist in evaluations of staff on Student Assignment programs, processes and operations. 7. To effectively supervise and manage the Student Assignment Department in the absence of Director. 8. To prepare documents for public record request for Directors review. 9. To be able to effectively implement project management techniques to support staff and community outreach. 10. Informs the Director of events and activities of an unusual nature as well as routine matters related to the Director's accountability.

11. To ensure that State and Federal mandates for programs are being adhered to along with preparing appropriate reports and procedures for Assignment personnel to follow.
12. To work in coordination with the Director of Student Assignment on Grants and Budgets that effect School Choice and enrollment programs.
13. To coordinate with co-workers and assist Director with collecting enrollment data, monitor enrollment trends and monthly reports from schools.
14. To assist in maintaining and supervising the integrity of the computer-based magnet database.
15. To perform assigned tasks in a timely and efficient manner.
16. To perform assigned tasks with a high standard of quality.
17. To perform other related duties as assigned by the Director of Student Assignment.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.