



JOB TITLE	DEPARTMENT	REPORTS TO
Director of Student Assignment	District Communications	Executive Director of Planning & Central Services

Position No: 61105	Length of Work Year: 12 Months
Salary Schedule: AD13	Date Approved: 1/28/97
FSLA: Exempt	Date Revised: 5/23/06; 2/3/15

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's Degree preferably in management or marketing with Masters Degree in Administration and Supervision/Educational Leadership or other appropriate disciplines preferred. 2. Three (3) years experience in school choice or programs. 3. Minimum of five (5) years successful experience in customer service positions. 4. Demonstrated ability to deal with public. 5. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Develops and implements effective customer service practices. 2. Plans and implements student assignment policy and specifications for data processing. 3. Trains, supervises and evaluates personnel in the Student Assignment Center. 4. Plans and administers quarterly customer services training for Student Assignment staff. 5. Administers information and application for the assignment process including magnet schools through Student Assignment Centers. 6. Processes transfer requests. 7. Works with parents to explore and implement appropriate student assignments options. 8. Prepares assignment appeals, coordinates appeals committee. 9. Administers controlled choice and magnet waiting lists. 10. Maintains choice zone and school capacity, enrollment and socio-economic balance data. 11. Educates principals and district staff on student assignment procedures. 12. Prepares and disseminates appropriate applications and student assignment cards. 13. Works with the District Communications Office to market controlled choice, magnet schools, and the school district in general. 14. Expands parent information functions as appropriate. 15. Other responsibilities as assigned by the Executive Director of Planning & Central Services.
PHYSICAL DEMAND CLASS:
<p>Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.</p>