

Job Title: Coordinator – Enrollment Services



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 11

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
APR 19 2022
DR. TIMOTHY A. SMITH, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide direction and coordination of the departments comprising the Office of Enrollment Services consistent with aims and goals of the District.

ESSENTIAL JOB FUNCTIONS

- Assigns work within the department equitably.
- Reviews monthly agenda items.
- Recommends boundary line adjustments to the Superintendent and Board.
- Coordinates and serves as liaison on the Student Attendance Zone Advisory Committee.
- Serves as the District representative on numerous committees.
- Monitors and directs the career academy and magnet school selection process.
- Oversees the archival Students Records department and staff.
- Works with the ESE Program Specialist to ensure the delivery of special education services to identified students, including the McKay scholarship program.
- Accesses, analyzes, interprets, and uses data in decision-making.
- Conducts staff meetings to discuss policy changes, instructional programs, potential problems, and resolution of existing problems.
- Communicates, through proper channels, to keep the Superintendent informed of pending problems or events of unusual nature.
- Implements School Board policies, state statutes, and federal regulations.
- Supervises the preparation and maintenance of accurate and timely reports and records.
- Facilitates the implementation and coordination of the State's standardized testing process for home school program students.
- Monitors the Open Enrollment/Online Application Process.
- Maintains contact with the districts and agencies related to assigned areas.
- Collaborates with other departments and divisions.
- Disseminates information and current research to appropriate personnel.
- Coordinates program planning with District instructional staff.

- Establishes and coordinates procedures for students, teachers, parents, and the community to evaluate curriculum.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Promotes and supports professional development through training, in-service, and other developmental activities.
- Attends training sessions and conferences to keep abreast of current practices and legal issues.
- Maintains a network of peer contacts through professional organizations.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Keeps abreast of changing legal requirements and proposed changes in areas of responsibility.
- Addresses personnel problems in a prompt and timely manner.
- Oversees the delivery of assigned support services to ensure maximum value from available resources.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Performs changes within the software mapping system.
- Modifies and checks boundary lines for accuracy and updates as needed.
- Provides correct school boundary maps to schools upon request.
- Reviews data for the Controlled Open Enrollment Plan.
- Manages and administers the development, implementation, and assessment of the educational choice programs within the School District.
- Coordinates the development, implementation, and evaluation of educational choice programs, including the use of technology.
- Promotes high student achievement.
- Assists in gathering, analyzing, and interpreting data related to student performance.
- Supervises the establishment and maintenance of individual professional development plans for each instructional employee.
- Interviews and selects qualified personnel to be recommended for employment.
- Provides training opportunities and feedback to personnel.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited institution.
- Valid Florida certificate or eligible for Florida certification in Educational Leadership.
- Possess a certificate or training in mapping/zoning/assignment software program(s) and in educational leadership and/or a Florida Teaching Certificate.
- Knowledge of magnet school admissions policies and operations preferred.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of Foreign Exchange Student Program and I-20 Foreign Student Visa.
- Requires the ability to display knowledge of State Board of Education (SBE) rules and School Board policies as they apply to areas of responsibility.
- Requires the ability to display working knowledge of Escambia County and maps showing school boundaries.

- Requires the ability to display knowledge of federal court orders and agreements.
- Requires the ability to display knowledge of programs, software, processing, and applications mapping systems and boundary systems.
- Requires the ability to determine the approach for doing the work based on provided guidelines.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- Requires the ability to work in a responsive environment where co-workers or citizens bring problems for resolution.
- Requires the ability to provide updates to senior managers, elected officials, or other community groups or organizations.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to make recommendations that impact the budget and manage the budget within assigned division and/or department.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.
- Requires the ability to use highly technical computer applications, such as GIS or CAD.
- Requires the ability to establish policies for using, acquiring, and/or maintaining technology systems.
- Requires the ability to create plans for and guide implementation of new technology systems.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, fingering, grasping, handling, hearing, mental acuity, repetitive motion, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: April 19, 2022, effective July 1, 2022

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