



Job Description

POSITION TITLE:	Enrollment Technician	# 2190
SALARY PLACEMENT:	Classified Salary Schedule Range M	

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Equivalent of the completion of the twelfth grade, plus one year of general business training or business/computer courses obtained through a community college, trade, or correspondence school. Experience of a closely related nature may be substituted.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Macintosh computer skills. Experience in business procedures.

MINIMUM EXPERIENCE:

Two years of varied and progressively responsible experience involving student services.

DESIRABLE EXPERIENCE:

Experience working in a school district or county office of education working directly with students in some type of student services function.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Typing/word processing at a minimum of 45 wpm. Basic office methods, practices, and procedures, including filing systems, correspondence, standard English usage, spelling, grammar, and punctuation. High-level computer skills. Ability to carry out complex oral and written directions; make decisions independently; communicate effectively; establish and maintain cooperative working relationships; and to prepare correspondence with minimum direction. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under direction of the Manager of Student Services, verifies and maintains student enrollments, transfers, temporary leaves, re-enrollments and changes of demographics. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Enrolls students in the system; transfers students from site to site; places students on temporary
2. Leave; processes changes and student demographics.
3. Determines summer school enrollments and enters to the system.
4. Maintains student enrollment forms.
5. Prepares reports including total site counts and students status.
6. Edits the student handbook and arranges for printing.
7. Assists site teachers and enrollment counselors as necessary.
8. Assists other site secretarial personnel in a variety of general office functions.
9. Performs related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

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