

SAN JOSE UNIFIED SCHOOL DISTRICT  
San Jose, California

**TITLE:** **Administrator, Student Enrollment and Interdistrict Transfers**

**REPORTS TO:** Director, Student Assignment and Demographics

**SUPERVISES:** Staff Secretary I

**JOB GOAL:** To administer technology procedures for Student Enrollment/ Assignment, the School Choice process, and the inter/intra district transfer process.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervise and coordinate the mailing, collection, input and follow-up for all Phase 1 Request for Student Assignment Forms
2. Administer technology procedures for the Student enrollment process.
3. Establish and maintain effective communication and public relations with parents, students, community, District and school site personnel.
4. Prepare school and District reports, as appropriate.
5. Coordinate training and inservice sessions to Student Assignment personnel in all areas dealing with technology and the student assignment process.
6. Coordinate Student Assignment related inservice training to school site and District personnel.
7. Maintain District address and geo code databases.
8. Coordinate technology applications with Information Systems Department to ensure that School Choice required processes and timelines are met.
9. Test and implement all new data programs that affect Student Assignment.
10. Administer Interdistrict Transfer Process - granting transfers, denying transfers, preparing appeals and reports.
11. Administer Intradistrict Transfer Process - granting transfers, denying transfers, preparing appeals and reports.
12. Provide information and counseling to parents/guardians so that they are knowledgeable and understand the appeal process for Intra/Interdistrict Transfers.
13. Monitor and review parent/student appeals for Intra/Interdistrict Transfers and make recommendations to grant or deny any appeals.
14. Assure compliance with District, State and Federal mandated policies and procedures.

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15. Perform other tasks as assigned.

**QUALIFICATION:**

1. B.A. or B.S. Degree from college or university or additional qualifying experience in lieu.

2. Successful experience in public school administration.
3. Knowledge of Student Assignment and Enrollment process.
4. Demonstrated leadership skills and organizational skills.
5. Demonstrated written and oral communication skills.
6. Knowledge and skill in the use of technology.
7. Ability to relate well to all members of the educational community.

**TERMS OF EMPLOYMENT:**

Salary Placement: Appropriate level and step of Administrative Salary Schedule  
(Administrator Range 21)

Work Year: 221 days

**EVALUATION:** Performance evaluation will be in accordance with the provisions  
of the Administrator Evaluation Process.