

SAN JOSE UNIFIED SCHOOL DISTRICT
San Jose, California

Title: Enrollment Center Supervisor

Reports to: Administrator of Enrollment Centers

Supervises: Enrollment Center – Registration Technicians

Job Goal: Under direction of the Administrator of Enrollment Centers, to supervise, coordinate, and help manage the district enrollment centers for San Jose Unified School District. The Enrollment Center Supervisor will be responsible for the successful supervision and training of employees for the enrollment centers; will administer district wide information to parents, school sites, district office, and outside agencies; work with school choices, and transfers. The Supervisor will be required to plan the work of others, identify problems, prioritize work, evaluate employees, evaluate work and articulate with school site administrators in a clear, concise, friendly and professional manner.

Performance Responsibilities

1. Serves as liaison between the Administrator of Enrollment Centers and other district personnel.
2. Assists and trains registration technicians (at Enrollment Centers) in developing work methods, procedures and problem solving techniques as they apply to the Enrollment Centers.
3. Assist the Director and Administrator in the preparation of reports, correspondence, student placements, school site enrollment needs, district office enrollment needs.
4. Assumes responsibility for facility and safety of Enrollment Center.
5. Implements the scheduling of parent advisors to work during peak enrollment times.
6. Promotes working relations and communications between State, County, and outside agencies.
7. Supervises and evaluates department employees.
8. Assists with school choice process.
9. Fulfills other responsibilities requested by Director and/or Administrators at Student Enrollment/Assignment Department.

Qualifications:

1. Educational/Training/Experience: Completion of 12th grade or equivalent and five years of increasingly responsible experience.
2. Demonstrated ability to provide leadership in a positive and open communicated manner.

Qualifications (continued):

3. Knowledge of district procedures and requirements regarding enrollment/student assignment.
4. Ability to learn, interpret and apply rules and policies relating to district programs.
5. Ability to perform difficult assignments with speed and accuracy.
6. Knowledge of computer applications such as word perfect, excel, and other applications utilized by the Enrollment Centers.
7. Demonstrated skills in verbal and written communications.
8. Ability to train personnel.

Terms of Employment:

Salary Placement: Appropriate level and step of Administrative Salary
Schedule
Work Year: 260 days

Evaluation:

Performance of this position will be evaluated in accordance with provisions of Administrator Evaluation Process.