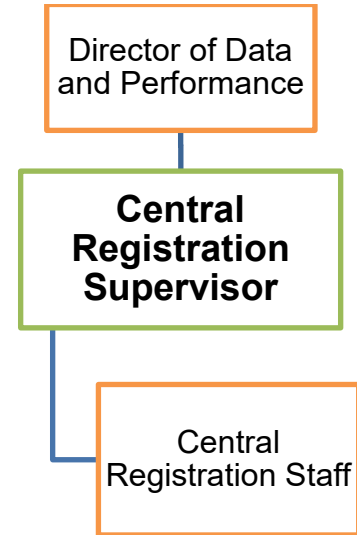


CENTRAL REGISTRATION SUPERVISOR

Job Title:	Central Registration Supervisor
Initial:	June 2, 2015
Revised:	November 1, 2020 (Administrative Revision)
Work Year:	Full Year
Office:	Education Office
Department:	Data and Performance
Reports To:	Director of Data and Performance
FLSA Status:	Exempt
Pay Range:	Professional-Technical Range 1

Related Organization Chart



SUMMARY: The Central Enrollment Supervisor directly supervises staff in support of district-wide student enrollment requirements. The Supervisor manages enrollment office logistics and workflow; hires, supervises and evaluates Central Enrollment staff; and leads the day-to-day operations of the office. The Supervisor participates in and oversees parts of state reporting.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Directs and evaluates the work of assigned staff.
- Facilitates training, development, and ongoing management of enrollment staff to including conducting annual reviews, staff training, observations and turnover prevention.
- Screens and interviews job applicants and makes hiring recommendations for central enrollment staff
- Establishes and maintains staffing plans to meet the needs of the department.
- Models and fosters a culture of high quality customer service.
- Provides oversight of student enrollment processes and activities, including the processing of enrollment applications, verifying enrollment documents, and validating student enrollment data in the student information system.
- Collaborates with district registrars and administrative staff, providing procedural training on enrollment procedures, requirements, and best practices.
- Supports secretaries and registrars at 15 schools to establish and refine enrollment procedures.
- Supports SIS with October count and end of year reporting

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Responsible for student discipline and data, civil rights, and student graduation guideline state reporting
 - Maintains and cross-references databases of student at-risk factors (e.g. discipline outcomes, truancy, etc.)
 - Manages state reporting for incidents
 - Manages Power Enrollment Application
 - Manages and maintains RITS database
 - Coordinates with the System Administrator, Student Information Systems with district User Group training in preparation for state reporting.
 - Maintains the data for, and submits the Teacher Student Data Link CDE report.
 - Performs other related duties as assigned.

Supervision & Technical Responsibilities: This position directly supervises Central Enrollment Staff.

Budget Responsibility: This position has no budgetary responsibilities.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Associates degree or equivalent work experience required

Experience:

- Two years of full-time experience in student enrollment or similar position
- Prior experience in successfully supervising people and processes preferred

Knowledge Skills & Abilities:

- Ability to lead, manage and train people
- Excellent oral and written communication and interpersonal relation skills
- Basic math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Strong organizational skills with the ability to manage multiple priorities and tasks with frequent interruptions
- Ability to communicate and interact effectively with various stakeholders
- Ability to understand and follow complex oral and written instructions
- Ability to perform responsibilities without the necessity of close supervision
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point

Certificates, Licenses, & Registrations:

- Criminal background check required for hire
- Valid Colorado driver's license required for hire

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment: Work is primarily performed in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.