I. **Position Title:**
Enrollment Technician  Range: 14

II. **Position Description:**
Under the direction of the Director of Student Services performs diverse, complex clerical work related to the enrollment and registration of students. This position processes inter- and intra-district transfers, student records, record keeping; enters data into the district's student system; assigns school of attendance; processes student transportation related tasks; performs a wide variety of tasks unique to the Centralized Registration Center; and does related work as may be required.

III. **Examples of Duties/Responsibilities:**
- Registers new and returning students, completes all necessary forms and paperwork; ensures compliance with entry and/or eligibility requirements (i.e. immunizations, proof of residency, verification of approval for entry, preschool and Transitional Kindergarten program eligibility, and guardian requirements). *(E)*
- Provides inter- and intra-district transfer information and requirements to parents/guardians and students. Performs data entry on transfer approvals/denials to ensure students are moved to requested districts or school sites. *(E)*
- Processes placement of students due to overflow of enrollment.*(E)*
- Provides information regarding district programs and services, taking appropriate action and/or complying with established guidelines.
- Implements and maintains registration records and files of new students; acts as a liaison with other schools/districts on matters related to student records. *(E)*
- May cross train and/or assist other personnel as needed to support the departments in the completion of important projects.
- Performs related duties as may be required.

*(E) = Essential*

IV. **Minimum Qualifications**

*Knowledge of:*
- Modern office practices and procedures including filing systems, receptionist telephone techniques, and software programs.
- Federal and State laws regarding enrollment and transfers.
- District policies and procedures.

*Ability to:*
- Perform and coordinate complex clerical work with speed and accuracy.
- Keyboard at the rate of not less than 40 wpm.
- Maintain confidentiality of privileged information.
- Communicate effectively using correct pronunciation and grammar.
- Learn and utilize new and current technologies.
- Establish and maintain cooperative working relationships.
- Work under pressure, meet deadlines, and establish priorities.
- Speak, read, and write Spanish is preferred.
Education and Experience:
- Education: Graduation from high school or equivalent;
  **AND**
- Two (2) years increasingly responsible experience in student registration/enrollment, customer service, office clerical work involving financial or statistical records maintenance, and general office procedures.

License and Certificates:
- Valid California Driver License or California Identification Card

V. Working Conditions:
Environment:
- Office/school campus.
- Subject to frequent interruptions.
- Summer extended hours.
- Large volume of public interaction.

Physical Abilities:
- Visual acuity to inspect records and reports.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Reaching overhead, above the shoulders, and horizontally.
- Dexterity of hands and fingers to operate standard office equipment.
- Bending, stooping, and squatting.
- Climbing on step stools or step ladders.
- Gripping and grasping.
- Light work: lifting, carrying, pushing, and/or pulling up to approximately 25 pounds.