



SCHOOL CHOICE & STUDENT ASSIGNMENT COORDINATOR

Position Summary

Provide leadership in the daily enrollment of new and transfer students. Assist families with the school choice process, inter-district transfers, school transfers, school lottery and outreach to students/families affected by school closures, boundary or programmatic changes, changes in enrollment procedures and/or school overcrowding or overflow. Manage the school choice, transfer and student placement/assignment process, including planning, implementation, records and evaluation of services making recommend changes and updates as appropriate. Maintain the integrity of the school choice student placement database and collect enrollment data, monitor enrollment trends and monthly reports from schools.

This position requires a thorough knowledge of the district's enrollment policies and procedures, school lotteries and inter-district transfer process in addition to applicable state, and federal laws and relevant compliance techniques associated with enrollments and choice programs.

The School Choice & Student Placement Coordinator position will require flexibility with work schedule in order to meet the schedule-related needs of families, including early mornings and evenings.

Supervisory Relationships

Reports to the office of the Superintendent to the Executive Assistant to the Superintendent and Board.

Essential Functions

- Assists parents who come to the School Choice and Student Assignment Office for school information or school assignment.
- Assist in community outreach activities designed to provide information to parents about the District policy related to school choice, school lotteries, inter-district transfers, school transfers and student placement.
- Effectively manage the daily choice and enrollment programs to include but not limited to:, School and Choice, Inter-District Transfers, School Lotteries and School Transfers. Work closely with Homeless Programs (McKinneyVento) Coordinator to assist families in transition.
- Ensure District policy, State and Federal mandates for all school choice programs are being adhered to.

- Work in coordination with the schools on all matters related to school choice, inter-district transfers, school transfers, school lotteries and student placement.
- Design and/or update applications for all school choice programs listed above.
- Manage tuition waver process.
- Prepare all required reports associated with school choice, including public records requests.
- Respond to parent concerns and questions on e-mail, telephone or in person in conjunction with the application of student assignment guidelines.
- Distribute school choice and transfer guidelines, review all school choice packets for completeness, prepare and respond to correspondence and parent and school contacts.
- Establish strong collaboration with school staff and consult and coordinate with district departments in order to refer students and their parents to programs and special services as appropriate to ensure appropriate student placement. Assign students based on seating availability and input all applications related to school and transfers into the school choice database. Conduct and facilitate conferences and visits between families and prospective schools.
- Maintain records to document and track interactions and decisions; accurately enter data into Excel spreadsheet regarding family outreach and outcomes in a timely manner. Serves as custodian of the public records by maintaining complete record of reports and policies related to student assignments.
- Assist in the development of policies and guidelines related to student registration and student records.
- Attend school choice and boundary meetings for information gathering purposes.
- Outreach to students and families affected by school closures and/or boundary changes. Outreach to Spanish-speaking and other bilingual students and families.
- Manage International Student Program which includes but is not limited to: Certification as District Primary Designated School Official for Federal Government compliance; act as liaison between International Exchange representatives and schools to place students at high schools; manage tuition contracts for private exchanges.

Required Knowledge, Skills and Abilities

- Experience working with student management systems.
- Proficiency in data entry, Microsoft Office with a focus in MS Excel, MS Word, MS Access.

- Ability to speak more than language preferred.
- Effective oral and written communication skills; strong listening skills.
- Knowledge of federal, state and local laws, rules, and regulations governing school choice and student placement in schools, including virtual school, including virtual school and international student visa (F-1 and J-1)
- Ability to oversee the planning, implementation, monitoring, evaluation and reporting of the school choice, transfer, student assignment and virtual school programs.
- Strong organizational and time management skills including strong interpersonal skills.

Minimum Qualifications

Education

Minimum four (4) year Bachelor’s degree, Master’s degree preferred.

Experience

At least three years of experience in education, counseling, social work, psychological services or similar duties as those outlined above. Demonstrated ability to work with the public and students and families of diverse ethnic groups and socio economic backgrounds. Experience with student management systems. Understanding of basic web-based application programming preferred.

Work Environment

Incumbents work in a fast-paced office environment and may be required to work overtime and weekends as needed.

ADDITIONAL INFORMATION	
Employee Unit	4J Association (4JA) - Professional
Pay Grade	Grade 3
Approved by	Dr. Sheldon Berman – <i>Superintendent</i> Dr. Celia Feres-Johnson – <i>Director of Human Resources</i>
Last revised	12/06/2011