



SCHOOL CHOICE & STUDENT ASSIGNMENT COORDINATOR

Position Summary

The School Choice & Student Assignment Coordinator serves a key role in the school assignment process and the enrollment of new students. This position is responsible for the school choice, transfer, and student assignment processes, including planning, communication, implementation, record-keeping, and evaluation of services. This position also is responsible for the tuition waiver and international student placement processes.

Key duties include: Coordinate in-district school choice transfers, interdistrict transfers, tuition waivers, and international student placement. Assist families with school choice, student assignment, and enrollment processes. Manage the school choice online application system and lotteries. Maintain the integrity of the school choice student placement database and district processes related to school choice.

The School Choice & Student Assignment Coordinator position requires the incumbent to possess or develop a thorough knowledge of the district's enrollment policies and procedures, in-district and interdistrict transfer processes, school lotteries; applicable state and federal laws; and relevant compliance issues associated with all the identified programs outlined above.

This position will require flexibility with work schedule in order to meet the schedule-related needs of families, including some early mornings, some evenings, and occasional weekends.

Supervisory Relationship

This position reports to the Chief of Staff.

Essential Functions

1. Effectively manage the daily choice and enrollment programs to include but not limited to school choice, school transfers, interdistrict transfers, and school lotteries.
2. Assist parents who contact the School Choice & Student Assignment Office for school information or school assignment.
3. Respond to parent concerns and questions via email, telephone or in person in conjunction with the application of student assignment guidelines.
4. Assist in community outreach activities designed to provide information to parents about district policies and procedures related to school choice, school lotteries, interdistrict transfers, school transfers, tuition waivers, and student placement.
5. Work in coordination with the schools on all matters related to school choice, interdistrict transfers, school transfers, school lotteries, and student placement.
6. 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.

7. Work closely with Homeless Programs (McKinney-Vento) Coordinator to assist families in transition.
8. Assemble and maintain all relevant records to document decisions and outcomes. Maintain records to document and track interactions and decisions; accurately enter data into Excel spreadsheet regarding family outreach and outcomes in a timely manner. Serve as custodian of public records by maintaining complete record of reports and policies related to student assignments.
9. Prepare all required reports associated with school choice, including public records requests.
10. Design and/or update applications for all school choice programs listed above.
11. Distribute school choice and transfer guidelines, review all school choice packets for completeness, prepare and respond to correspondence and parent and school contacts.
12. Attend school choice and boundary meetings for information gathering purposes.
13. Outreach to students and families affected by school closures and/or boundary changes. Outreach to Spanish-speaking and other bilingual students and families.
14. Manage tuition waiver process.
15. 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.
16. Ensure district policy, state and federal mandates for all school choice programs are being adhered to.
17. Assist in the development of policies and guidelines related to these programs.
18. Maintain regular and prompt attendance.
19. Perform other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Experience working with student managementsystems.
2. Proficiency in data entry, Microsoft Office with a focus in MS Excel, MS Word, MS Access.
3. Ability to speak more than one language preferred.
4. Effective oral and written communication skills; strong listening skills.
5. Knowledge of federal, state and local laws, rules, and regulations governing school choice and student place in schools, including virtual school, including virtual school and international student visa (F-1 and J-1)
6. Ability to oversee the planning, implementation, monitoring, evaluation and reporting of the school choice, transfer, student assignment and virtual school programs.
7. Strong organizational and time management skills including strong interpersonal skills.
8. Excellent writing, grammar, and scripting skills and the ability to effectively and succinctly present in writing issues related to program goals and outcomes.
9. Strong understanding of “customer-centered” support and the ability to establish effective working relationships at all levels of the organization.
10. Demonstrated ability to work with the public and students and families of diverse ethnic groups and socio-economic backgrounds.
11. Ability to maintain a high level of discretion and confidentiality regarding district and employee information.
12. Ability to work both independently and cooperatively, exercise judgment and creativity, strong interpersonal skills, and skill to organize work, set priorities, and meet deadlines.

13. Knowledge and skill in the effective use and application of office technology, and web-based software and technology.
14. Maintain excellent records, filing and information access.
15. Ability to interact with students, parents, staff, and community members, personally, telephonically, and through electronic communications in a warm and confident manner.
16. Initiative and ability to work with minimal directions; sound judgment and decision- making capabilities are essential.
17. Ability to manage several projects at the same time, adhering to various deadlines and resetting priorities in the process.

Working Conditions

- 12-month work year (July 1–June 30); eight (8) hours per day; may be required to work alternate hours, overtime, and occasional weekends as needed.
- The primary work environment is office setting and indoor spaces at district schools and properties.
- Must be able to remain in a stationary position for prolonged periods; exposed to a visual display terminal for extended periods; may experience frequent interruptions;
- Must to be able to travel to district different district locations and grounds, occasionally moving on uneven surfaces.
- Frequent travel to district locations.
- Employee may be required to interact with clients, customers and staff who are emotionally upset, angry or distraught. In such interactions, employee must be able to maintain control, decorum and empathy.

Minimum Qualifications

- High school diploma or equivalent
- Experience in differentiating practices for diverse populations.
- Ability to work effectively and collaboratively with diverse stakeholder populations.

Preferred Qualifications

- *A bachelor’s degree in communications, public administration or a related area is preferred.*
- *Biliterate fluency in Spanish*
- *Certification as a Notary Public, or able to become certified.*
- *Experience working with student management systems.*
- *Previous work experience in K–12 public schools setting.*
- *Knowledge of federal, state and local laws, rules, and regulations governing school choice and student placement in schools, including interdistrict transfers, charter schools, virtual schools, and international student visas (F-1 and J-1)*
- *Demonstrated multicultural experience*

ADDITIONAL INFORMATION	
Employee Unit	OSEA Classified
Pay Grade	Grade 12
Approved by	Cydney Vandercar, Asst. Superintendent for Administrative Services
Last revised	April 3, 2019