

Jordan School District
ADMINISTRATION JOB DESCRIPTION

Job Title: Enrollment Consultant (186)	Lane: <u>3</u>
Department / Location: Student Services	FLSA Classification: <u>Exempt</u>
Supervisors Title: Director of Student Services	Contract: <u>245 Days</u>
Original date: <u>04/85</u> Revised: <u>03/92</u> Revised: <u>09/16</u> Revised: <u>09/19</u> Revised: <u>05/23</u>	

GENERAL FUNCTION

Under the direction of the director of student services, the **Enrollment Consultant** serves as the District records officer and the student data-privacy officer for student records. Will interface with the Utah State Board of Education (USBE) in fulfilling requirements for data privacy monitoring and reporting. Will oversee the receipt, processing and fulfillment of records-related Government Records Access and Management Act (GRAMA) requests. Will assist with the implementation of Student Services goals, strategies, evaluations, support materials, appropriate in-service programs, trainings and project implementation as determined by District needs, goals and priorities.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Serve as the District records officer for student records.
- Serve as student data-privacy officer and interface with the USBE in fulfilling requirements for data privacy monitoring and reporting.
- Oversee the receipt, processing and fulfillment of records-related GRAMA requests.
- Develop and maintain school and District calendars and will chair the District school calendar committee.
- Provide technical assistance and monitoring to assure compliance with District, state and federal policies and law that includes (but not limited to):
 - Child abuse reporting
 - Early and late school choice permits
 - Enrollment
 - FERPA
 - Foreign exchange students
 - Guardianship
 - Home school
 - Residency
 - Student accelerations & retentions
 - Student membership
 - Student records
 - Others as assigned
- Develop, manage, forecast and track school-based FTE.
- Assist in planning school boundaries, redistricting and physical facilities
- Assist in tracking and developing enrollment and growth projections.
- Assist in the management of evaluation and reporting of student membership, enrollment and growth.
- Assist in maintaining, developing and reporting District building capacities.
- Assist in the preparation and presentation of reports and recommendations to the Board of Education (Board) regarding department activities and to assist in responding to the requests of the Board as required.
- Administer personnel policies and procedures, including the utilization, discipline, supervision, planning and directing in-service/staff development and is an authorized evaluator under the Jordan ESP Evaluation System.
- Assist in the management of District, State and Federal programs, budgets, compliance, materials and projects as assigned.

- Keep abreast of trends and developments in Student Services, demographics, construction and development to assist in determining the educational, housing and development needs of the District.
- Work with municipal planners and developers to increase inter-agency cooperation and support.
- Required to travel to District schools or other locations using own transportation.
- Implement short and long-term planning procedures, management systems and accountability procedures as assigned.
- Keep current professionally, to represent the District at local, state, and national meetings, to contribute to the profession by writing and speaking professionally and to participate in appropriate professional organizations as assigned.
- Demonstrate professional ethics. Represent the District in a professional, ethical and positive manner.
- Attend and participate in department meetings as required.
- Follow District procurement guidelines with administrative approval.
- Create and maintain a clean and organized work environment.
- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- This position requires punctual and regular daily attendance at assigned work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a Master's Degree from an accredited college or university in education PLUS three (3) years of related work experience.
- Preference given for a current USBE administrative endorsement.
- Three (3) years of school administrative experience preferred but not required.
- Requires strong oral and written communication skills.
- Requires strong technology skills with a learning mindset.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Ability to produce high quality results while simultaneously being task and outcome orientated.
- Ability to manage multiple simultaneous projects and deadlines.
- Requires the ability to establish and maintain a positive working environment.
- Ability to provide leadership and direction in all matters relating to educational programs and practices.
- Ability to manage the development and implementation of programs.
- Ability to manage appropriate budget allocations to provide fiscal accountability.
- Ability to develop and implement policies, guidelines and procedures for the effective utilization in the district.
- Ability to develop and foster interpersonal relationships amongst multiple stakeholder groups.
- Required to provide own transportation to travel to multiple sites inside and outside the District.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers and office programs, standard machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. The administrator is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The administrator is occasionally required to use hands to handle or feel.
- The administrator must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*