



POSITION DESCRIPTION

JOB TITLE: Student Assignment Coordinator Job Class: 0356	
DATE	Office of Family Services Student Services
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Coordinates the district's student registration process and related activities of school selection and the complimentary enrollment process with the Student Services Specialist. Manages central files and student records, develops and maintains the student assignment booklet and other related corresponding materials, works with school principals and other departments to determine student record keeping needs. Provides support for the district's in service programs, supervises the preparation of major student statistical reports, assists in the design and implementation of new technology to support student computerized records and student assignments, immunization compliance, determination of residence, foreign student assignments, data base maintenance, waivers of attendance and providing a clearing house for student information requested from outside the district. Provides in service to staff related to area of responsibility.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Coordinates with principals and other departments the student assignment process.
2. Manages central file student records.
3. Maintains the district's student assignment information book and other communications necessary to support the assignment process.
4. Prepares and/or approves written communications developed by the Division of Parent/Student Services regarding the district's computerized student records.
5. Works with principals, other departments and support staff to review their record keeping and implements uniform changes.
6. Assists in the design and implementation of technology to support student computerized records and student assignments.
7. Provides leadership support for district in service programs involving student records, school selection and student assignment/enrollment.

8. Supervises the preparation of major district reports assigned to the Division of Parent/Student Services; i.e. state membership, dropout, Office of Civil Rights, immunization, enrollment, suspension, transfers, etc.
9. Responds to requests for information from outside the district; i.e. the news media, collages and universities, other school districts, the general public, etc.
10. Responds to requests for student records and subpoenas.
11. Provides data maintenance, immunization compliance, determination of residency, foreign student assignments, attendance waivers, assist with student expulsion cases, processes student transfer requests and assists with walk in patrons.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Director, Office of Family Services

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Coordinates the work of clerical staff

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a bachelor's degree.

Experience Requirements

Three to five years of experience working with community organizations or educational entities in an administrative role. Public sector experience is preferred.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software is required; knowledge of databases and the MPS Portal is desired. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.