



POSITION DESCRIPTION

JOB TITLE: Supervisor, Enrollment Services	
Job Class:	
DATE	Office of Parent and Student Services Student Enrollment
Pay Schedule:	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Range:	
Management Approval:	
<p>POSITION SUMMARY and PURPOSE: Manages the district's student assignment process and related activities of school selection. Coordinates with the Office of Communication to develop communications for schools, families and the community to promote enrollment into Milwaukee Public Schools (MPS). Serves as liaison to various community organizations and groups in promoting MPS. Manages out-of-district enrollment processes. Provides support to schools in the area of enrollment. Serves as the district liaison to suburban district for enrollment related activities and initiatives. Manages district enrollment activities around recruitment and retention of students.</p>	

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 and supervises the development and implementation of various student enrollment processes throughout the school year.
2. Monitors numerous student database systems associated with student enrollment, student assignments and transportation to in order to ensure student registration and enrollment.
3. Provides direct guidance and support to parents/guardians, school principals and district staff relative to student registration/enrollment during the school year.
4. Executes district placements based on MPS Board policies and Federal and State laws regarding to student enrollment (ie., Choice, Board policies, Bilingual/ESL Education, Chapter 220, Open Enrollment, SAGE, IDEA, McKinney-Vento Act/Homeless etc.).
5. Develops and maintains department reports for the district.
6. Coordinates transfer requests, including student residency and waivers of student attendance.
7. Reviews, grants or denies requests for waiver of tuition in non-residency cases.
8. Processes foreign exchange program requests. Places foreign exchange students in appropriate settings.

9. Works with overage "drop-outs" and Milwaukee Area Technical College students who wish to return to Milwaukee Public Schools.
10. Supervises Inter-district Student Transfer programs (Open enrollment, Chapter 220, Tuition Waivers and paid tuitions).
11. Serves as the district Liaison to suburban districts in the planning, implementation and improvements of the inter-district student transfer programs.
12. Attends staff meetings, compiles statistics and maintains records for future planning.
13. Actively supports the MPS Strategic Plan.
14. 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 Executive Director, Parent and Student 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.

Oversees and coordinates the work of 6 – 10 staff, depending on the time of year and volume of work.

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.)

A master's degree in human services or a related field.

Experience Requirements

Three (3) years of experience working with students and administrative staff in a school setting, including experiences in leadership, support and collaboration.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are necessary. Excellent planning and organizational skills are necessary. Proficiency and technical expertise in the utilization of computers, software programs and data base systems. Must have excellent customer service capabilities. Must be able to work with a diverse population. The ability to manage many priorities with varying, established deadlines is important.

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, must be able to work a non-traditional schedule during busy periods. *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.