

**ADMINISTRATOR OF ADMISSIONS AND FAMILY SERVICES**

**DEFINITION**

The Administrator of Admissions and Family Services will manage the operations of the enrollment and placement process in the Stockton Unified School District. This position will also be responsible for the interface between the centralized operation and the school sites including procedures, training and support.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director, Student Support Services. May exercise supervision over certificated and clerical staff.

**REPRESENTATIVE DUTIES– (Incumbents may perform any combination of the essential functions shown below (E)). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Manage the services, personnel, and programs at the Centralized Enrollment Center as well as facilitate district programs and services for the SUSD parent community (E).

Responsible for enrollment, placement, transfers, and affidavits (E).

Responsible for parent services, outreach and programs (E).

Assist in the development and evaluation of district policies and procedures.

Implement the district's policies and procedures regarding enrollment and placement (E).

Evaluate the performance of all Centralized Enrollment Center personnel (E).

Act as an agent to assist in maintaining rapport between Stockton Unified School District and outside agencies for the benefit of SUSD students, and parents (E).

Assist families and individuals with the enrollment process and connection with appropriate services (E).

Develop administration and evaluation of the enrollment and placement process as it relates to choices in the Stockton Unified School District (E).

Evaluating the student transfer process in the SUSD to ensure it supports Stockton families and encourages those who wish to transfer in from neighboring districts (E).

Conduct meetings with district staff, site principals and site clerical staff to discuss progress, plans and suggestions for improving the enrollment process to ensure it best serves all the various schools and departments

Establish, manage and evaluate a variety of processes, services, and programs designed to serve the families of the district (E).

Ensure effective and ongoing communication between the district, parent community, and community (E).

Establish formats and procedures for collecting data on parent opinions, requests, and recommendations with regard to the operation of the enrollment, placement, and outreach programs in the district (E).

Collaboratively work with site and central office personnel toward effective and efficient program implementation of family service programs (E).

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Implement family service programs so that they are accessible and valuable to families throughout the district and facilitate ongoing support to SUSD families in all appropriate languages (*E*).

Responsible for student records, and subpoenas involving student records (*E*).

Assist schools with proper maintenance of student records. (*E*).

Complete required State and Federal reports related to student enrollment (*E*).

Travel as required (*E*).

Other duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

- District policies, which address nondiscrimination in educational programs.
- District organization.
- District policies, procedures, rules, regulations and Education Code related to assigned function.
- Diverse cultures and backgrounds.
- Oral and written communication skills.
- Interpersonal skills.
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds of district students.

#### Ability to:

- Communicate effectively orally and in writing
- Remain independent, neutral, and impartial; exercise good judgment.
- Maintain confidentiality
- Clarify issues, develop constructive solutions to problems, and prepare appropriate resources in a timely manner.
- Read, interpret, apply, and explain rules, regulations, policies, procedures, and Education Code.
- Plan, organize, and establish priorities
- Relate well to student, staff, parents, and others
- Assist others in problem solving
- Communicate clearly and succinctly
- Relate to diverse cultures
- Work independently and make decisions within established guidelines
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Operate a computer, related software, and stand office equipment.

#### Education and Experience:

- Master's Degree
- Administrative Credential
- Three (3) years minimum as a site Assistant Principal

#### License or Certificate:

- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire
- Possession of a valid California driver's license

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**WORKING CONDITIONS:**

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

Salary Placement:

Management Team Salary Schedule

Tier 6, Range 03

12-month work year

Board Approval: 9-25-18

Management re-alignment effective 03/01/19