



Job Title:	Centralized Enrollment Secretary		
Job Category:	Support	Employee Group:	Classified
FLSA Status:	Non-Exempt	EEO Classification:	Administrative Support Worker
Location:	Administration Building	Position Type:	12 Months
Travel Required:	Minimal, driver's license and vehicle required	Level/Salary Range:	On Schedule
Supervisor:	Student Information Systems Manager	Supervises:	N/A
Education:	Post-secondary training and recent successful experience in a responsible office position; experience with Microsoft Office; ability to work independently with minimal supervision; ability to deal with confidentiality; ability to prioritize and coordinate work flow;		
Coordinates with:	District Staff, Director of Assessment and Technology		
Years of Experience:	Experience in the area of utilizing technology to assist customers with the enrollment of students. Fluency of computer applications and successful customer service a must.		

Primary Purpose:

Provides direct support for student registration and school census information. Provides student information system technical support to staff. Performs data validation for reporting related to student information. (e.g. WSLS, ISES, data warehouse, local reports etc.) Demonstrates effective public relations and maintains smooth and efficient office operations.

Essential Duties & Responsibilities:

- Serve as a primary contact in the Enrollment Office for all student enrollment (PK-12).
- Provide student information system helpdesk support to district staff.
- Initiate immunization process (using the WI Immunization Registry) which will then be maintained by the buildings
- Track and maintain the movement of students incoming, outgoing and within the district (Student record folders, records requests, etc.) and coordinates IEP requests with the Special Education Registrar
- Assist with state reporting requirements including transportation, open enrollment, pupil counts, etc.
- Enforce and maintaining district defined data rules.
- Recognize and follow through on potential problems or inconsistencies within prescribed procedures and assist in developing new procedures.
- Work with schools to organize and process specific relevant materials needed for initial enrollment and annual registration process and building transfers with accurate and timely completion (e.g. regular, special education, home-school, non-public/private, etc.)
- Provide approved information, by request, to other departments, buildings, districts or parents relative to student information and enrollment
- Support student information system user group meetings (agendas, minutes, follow-up information)
- Maintain a filing system for registration documentation components.
- Maintain English Language Learner student database
- Assists in Wisconsin State testing (Wisconsin Knowledge & Concepts Examination) and ACCESS testing (for English Learners)
- Proficiency utilizing data tools (i.e. Excel)



Performance Expectations:

- Strong human relation skills.
- Strong grammar and proofreading skills.
- Establish and maintain effective public and working relationships.
- Exercise judgment and discretion in applications involving student information.
- Strong information management/software skills, electronic tools usage skills, and reporting skills. (e.g. word processing, data base, spreadsheet/graphing, publication, etc.)
- Integrate between various software tools (e.g. databases, spreadsheets, word processing and student information system).
- Complete understanding of and ability to use the student information system for maintaining and reporting.
- Understand state/federal reporting (e.g. WSLs/ISES, Free and Reduced Lunch Program Application, etc.) and the fields that are related to such reporting (Gender, date of birth, entry withdrawal, etc.)
- Serve as a positive public relations advocate for the school district, including dissemination of district information.
- Effectively communicate following accepted customer service practices by phone, in person, or by written notice with school and district personnel, parents, and the general public.
- Maintain accurate and complete records and prepare clear and detailed reports, involving enrollments, census reporting, progress of students, etc.

Other Duties & Responsibilities:

- Assist with special projects
- Other duties as assigned

Knowledge:

Clerical, Customer and Personal Service, English Language, Computers and Electronics-Computer software applications

Skills:

Active Listening, Reading Comprehension, Speaking, Critical Thinking, Monitoring, Time Management

Competencies:

Dependability, Cooperation, Adaptability/Flexibility, Concern for Others, Self-Control, Initiative, Persistence, Attention to Detail, Achievement/Effort, Independence

This job description is intended to indicate the types of tasks and levels of work difficulty that will be required of a position that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned. Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Eau Claire Area School District.

Human Resources Manager

The Eau Claire Area School District does not discriminate on the basis of sex, race, religion, color, national origin, ancestry, Creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.