

PUEBLO SCHOOL DISTRICT 60
PROFESSIONAL JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Supervisor of Student Enrollment and Data
Prepared Date: 11/26/2018
Revised Date: 9/1/2021
Work Year: 220 days
Department: Student Records
Reports To: Executive Director of Intervention and Student Support Services
Salary Range: APT Salary Schedule
Benefits: Fringe Benefits based on Schedule C Benefits
Status: FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

The Supervisor of Student Enrollment and Data oversees the District Enrollment and Student Records department and administers all aspects of the student registration process and official student records functions of the school district. Responsible for the data integrity of the student information systems while maintaining compliance with the Board of Education policies and all state and federal regulations; responsible for ensuring the district is in compliance with all laws and regulations as they relate to student enrollment and exit information reporting; act as a liaison between the schools and other departments to ensure the integrity of the student information system for this data.

QUALIFICATIONS:

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/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Bachelor's Degree in Computer Science, Mathematics, Business, or related field
- Any combination of education, training, and/or experience equivalent to: BA Degree in Computer Science, Mathematics, Business, or related field, and three (3) years of management experience
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous experience with student information systems
- Previous experience in K-12 education
- Spanish speaking skills

SKILLS AND KNOWLEDGE:

- Knowledge of Federal, State, and local student information reporting requirement for both general and special education programs
- Ability to supervise and work effectively with departmental personnel
- Must be able to collaborate effectively with District personnel , the general public, and work with other members of the department
- Good decision-making and problem solving skills
- Ability to develop implement, monitor, and evaluate program goals and initiatives
- Thorough knowledge of FTE/State reporting guidelines
- Excellent communication skills both written and verbal
- Excellent organizational and leadership skills
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to utilize interpersonal skills using tact, patience, and courtesy to maintain a professional and friendly environment.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Responsible for Student October Count. Ensures that there will be few, if any, CDE audit adjustments. Responsible for interaction between CDE audit team and the District.
- Responsible for Federal Impact Aid Survey and annual Sec 8003 Application. Ensures that survey process meets federal requirements and maximizes funding to the district for impacted students.

- Responsible for all student data reporting for Federal and State organizations which includes, but not limited to, CRDC, Student End of Year, Report Card March, and Student Discipline and Attendance.
- Responsible for all student data reporting requests submitted to District
- Analyze and make recommendations regarding improvements on internal processes for tracking and counting student membership.
- Analyze and prepare numerous reports for the Board of Education, other departments, schools, and information for the district web site, using multiple assessment instruments, demographic measurement, status measurement, data format conversions and integration of multiple software packages
- Create appropriate Infinite Campus ad-hoc reports and define or design reports in other systems and software as needed.
- Responsible for forms and processes utilized by schools to enroll students, including students who elect to attend a non-neighborhood school under Choice. Works with IT staff to review entry and exit code usage and definitions and modify as needed to meet CDE reporting requirements. Prepares documentation to assist schools with enrolling, transferring and withdrawing students.
- File requests for new school code, grade changes, and notification of school closure with CDE. Coordinate internal school code task force to ensure consistent coding across departments and systems (Finance, HR, and Student Information System).
- Participate in district committees as requested, including, but not limited to: student system user committees, capacity committee and calendar committee.
- Coordinate with principals in establishing and documenting school schedules to meet state guidelines regarding hours of scheduled pupil-teacher instruction.
- Attend CDE trainings for state reporting.
- Prepare analytical data from previous year(s) that will be used to produce the following year's budget and school staffing.
- Assist in providing impact data for long-range planning
- Plan, organize, and prepare to move the District to a Central Registry process.
- Oversee data integrity in the student database
- Perform regular analyses and reports of student data, including but not limited to enrollment and school choice analyses and reports of student demographics from annual student count, graduation, dropout and mobility data.
- Monitor and report to Human Resources on fall enrollment changes (start of school through October 1st certified Student October Count).
- Interview, hire, supervise, train, and evaluate classified staff supporting student records and reporting office
- Address complaints and resolve problems in Student Records and Reporting Office
- Assist in the preparation and budget for the Student Records and Reporting Office

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Executive Director of Intervention and Student Support Services

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 6 hrs per day)

C – Continually (6 – 9 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
Lifting Maximum weight: 40 lbs.			X		
Carrying Maximum weight: 40 lbs.			X		

WORKING CONDITIONS:

The noise level in the work environment is usually moderate. The work is performed in a typical office environment.