**Enrollment Coordinator**

**REPORTS TO:** Manager, Student Services

**PRIMARY PURPOSE:** Coordinate the enrollment process for all pre-school special education students and all K-12 students in the District. Develop/maintain necessary forms for enrollment, including residency verification and immunization/health requirements. Facilitate timely communication with buildings regarding new enrollments and any legislative / policy changes, as appropriate. Develop and submit state required “Count Day” reports and coordinate other state required enrollment reporting. Provide end user support of the District’s student information system.

**DUTIES AND RESPONSIBILITIES:**

1. Work with the public to facilitate new/returning enrollment into the District.
2. Update residency affidavits, and work with Student Services Manager to resolve residency issues.
3. Prepare Monthly Enrollment Memorandum.
4. Responsible for submitting Membership Count reports (electronic and paper) as required for state funding. Must be knowledgeable regarding pupil accounting guidelines, administrative rules, and legislative action that impacts state reports. Be available to assist buildings with their individual reports. Prepare reports for Assistant Superintendent for Business Services, Executive Manager of Purchasing/Budgets, Executive Manager of Business Services, Student Services Manager, and Director of Information Services.
5. Responsible for tracking the days and hours of instruction, and submitting the required documentation.
6. Work closely with Special Education staff to ensure accurate reporting and the meeting of deadlines for the annual Special Education (MI-CIS) report.
7. Administer the district tuition program, from initial contact with parents through the actual enrollment, and until such time as the student leaves the district. Includes ongoing annual communication with resident districts, and parents of all tuition students.
8. Work with district personnel to ensure new programs meet pupil accounting guidelines, thus maintaining district funding.
9. Provide end user support to District employees using the student information system (SIS). This requires general knowledge of overall operation of SIS.
10. Must be proficient in word processing and spreadsheet application used by the District. (*Microsoft Word and Microsoft Excel*).
11. Must have strong interpersonal skills and work professionally/cooperatively with District staff and public.
12. Cultivate and maintain working relationships with contacts at other school districts, ISD auditors and state employees, as appropriate.
13. Other duties as assigned.