

## **REGISTRATION CENTER MANAGER**

Under the direction of the Assistant Superintendent, Business Services, the Registration Center Manager directs, supports, and coordinates the daily operations of the District Enrollment Center; performs technical and specialized functions in the processing of the enrollment, placement, and accommodations of new students according to established District procedures.

### **ESSENTIAL DUTIES**

- manages, supports, and coordinates the daily operations of the District Registration Center
- performs technical and specialized functions in the processing of the enrollment, placement, and accommodations of new students according to established District procedures
- applies extensive knowledge of District policies and exercises independent judgment; expedites transmittal of information and facilitate implementation of policies and programs; assures timely communications
- identifies special needs or accommodations based on the student information provided during registration; initiates and coordinates services as needed to process the admission of new students
- coordinates communication between the school, District resources and parents and outside organizations; greets visitors and receives telephone calls; provides information concerning the District Enrollment Center program, policies, and procedures
- makes telephone calls to verify, receive or transmit information; receives, opens and screens incoming mail; independently composes replies according to established guidelines and procedures
- researches and compiles information and computes statistical data for federal, State and District reports, departmental budget and special projects as assigned
- operates office equipment including a computer to input various data related to students; updates assigned systems with new information as appropriate; prepares and generates reports, records, charts and matrixes utilizing assigned systems
- attends a variety of meetings; prepares and sends out notices; collects and compiles information, reviews and edits reports and other documents for accuracy and completeness; prepares, processes and submits records and reports related to assigned activities
- provides assistance and detailed information regarding enrollment policies to District staff, parents and the public
- trains staff as needed
- exercises technical and functional supervision of clerical staff
- performs related duties as assigned

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** District organization, operations, policies and objectives; applicable sections of State Education Code and other applicable laws, rules and regulations related to student enrollment and confidentiality of sensitive information; modern office practices, procedures and equipment; operation of a computer and assigned database and software systems; record keeping techniques; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy; telephone techniques and etiquette.

**Ability to:** Perform a variety of technical duties concerning the enrollment of new students; interpret, explain, and apply extensive knowledge of District policies, regulations, policies, procedures and exercise independent judgment; create forms, matrixes and tables on the computer; analyze situations accurately and adopt an effective course of action; compose correspondence and written materials independently; add, subtract, multiply and divide quickly and accurately; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; maintain records and prepare reports; operate a computer terminal to enter data, maintain records and generate reports; read, interpret, apply and explain rules, regulations, policies and procedures; complete work with many interruptions; understand and work within scope of authority; work independently with little direction; meet schedules and time lines; work confidentially with discretion; type at an acceptable rate of speed; communicate effectively with other districts, parents, staff and the public including members of ethnic communities.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 20 to 30 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials
- may be exposed to anti-social behavior while working in an office environment of constant interruptions with a large volume of public contact

Reasonable accommodation may be made to enable a person with a disability to perform the essential duties of the job.

### **EDUCATION AND EXPERIENCE**

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree. Supplemental college-level course work in a related field is desirable.

**Experience:** Three years of increasingly responsible secretarial school experience.

**License Requirement:** Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:** Insurability by the District's liability insurance carrier, and personal vehicle for job-related travel which must be available upon offer of employment and maintained throughout employment in this position.

