

# **JOB DESCRIPTION**

# **TRENTON BOARD OF EDUCATION**

## **Supervisor of Student Services and Enrollment**

**JOB TITLE:** Supervisor of Student Services and Enrollment

**REPORTS TO:** Assistant Superintendent of School Support

### **NATURE AND SCOPE OF JOB:**

Provide support to implement the goals and objectives of the district pertaining to student enrollment and ensuring accurate student data in the student information system. Provide parents with support and assist in resolving issues related to student attendance, discipline and academic services.

**SUPERVISES:** Central Registration Office

### **QUALIFICATIONS:**

The Supervisor of Student Services and Enrollment:

1. Have a Master's Degree from an accredited college or university (required).
2. Hold a New Jersey certificate in supervision.
3. Demonstrate knowledge of state and federal laws and regulations related to student support and services.
4. Experience supervising a support staff to ensure accurate and quality work.
5. Experience working with student enrollment.
6. Experience working in a large urban public school district.
7. Experience with implementing procedures for student registration and transfers.
8. Demonstrate excellent organization skills.
9. Demonstrate ability to work independently.
10. Have excellent integrity and demonstrate good moral character and initiative.
11. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with staff and administration.
12. Working knowledge of student information systems (PowerSchool preferred)
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

Supervisor of School Support and Central Registration and Enrollment

1. Establish and implement procedures/protocols for central registration and/or student transfers in the district.
2. Provide oversight and attention to all aspects of student enrollment, and student transfers.
3. Has the primary responsibility for accurate data for student enrollments and transfers.
4. Monitors the inputting of data in central registration on a daily basis.
5. Collaborate with the Supervisor of Guidance to provide official high school transcripts upon

- request for current and former students.
6. Collaborate with the supervisor of Guidance to process working papers for students that are interested in summer work.
  7. Issue school enrollment verification letters upon request for parents to obtain social service assistance.
  8. Prepares analysis of student attendance, student mobility rates, entry and dropout rates districtwide and building specific.
  9. Maintain positive and productive working relationships with district principals, Central Office administrators, school secretaries, parent liaisons, parent coordinator, homeless liaison, social agencies, etc.
  10. Participates in regular administrative staff meetings and training, as required.
  11. Input all required student demographics into the student information system.
  12. Work with the Supervisor of Guidance and school guidance counselors to interpret and evaluate student transcripts—both local and foreign, for school enrollment.
  13. Collaborates with the Assistant Superintendent for School Support to monitor student enrollment and regulates class size in all grade levels.
  14. Produce monthly enrollment booklet indicating student enrollment by class, grade level and school.
  15. Maintain all appropriate school enrollment records.
  16. Facilitate new student and kindergarten enrollment events.
  17. Work with out of district schools and other community agencies to assist with acquiring required school enrollment documentation such as immunizations, ID's, birth certificates and academic records.
  18. Ensures the district follows the administrative code and Trenton Board of Education policies and regulations as it pertains to student enrollment and student support services.
  19. Coordinates translation and interpretation services for enrollment documentation, and communication during staff and community meetings.
  20. Collaborate with District Parent Coordinator to develop and maintain meaningful partnerships with community stakeholders that address the strategic family and community focused priorities of the district.
  21. Perform other duties as assigned by direct supervisor.

#### **EMPLOYMENT TERMS:**

The Supervisor of Central Registration and Enrollment shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified in the TASA Collective Bargaining Agreement 3.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

#### **EVALUATION:**

The Supervisor of Student Services and Enrollment shall be evaluated in accordance with Board of Education Policy.