



Job Title: Executive Director of Enrollment and Student Information

Department: Enrollment and Student Information

Reports To: Chief Operations Officer

Grade: XG-01

Number of Days: 12 Months

Security Access: Enrollment Center

Overtime Status: Exempt

Last Revised Date: June 27, 2016

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Provide leadership and strategic direction for accountability planning and the Enrollment Center. Manage Accountability Department processes to include student enrollment, student records, transfers, attendance, graduation/credit requirements, transcripts, suspension, drop-outs/truancy reports, trend data reports, and state reports. Ensures accuracy. Assists with research projects as may be required. Communicates on a positive basis with patrons and school personnel and students.

Minimum Qualifications:

- Master's degree
- Major in education leadership or educational research and evaluation or significant formal preparation preferred
- Minimum of ten years of progressively responsible administrative and supervisory experience within public education

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Oversee the management of the Enrollment Center and provide direct supervision of twenty-eight district employees (30%)
- Facilitate the enrollment of foreign exchange students, DHS and foster placement students, homeless students, Early Childhood contract site enrollment, and medical and lockdown facility enrollment
- Establish and oversee procedures for the issuance of birth, residency and guardianship affidavits
- Maintain and update Board Policies as they relate to student enrollment, student transfers, accreditation standards, student attendance, truancy, graduation requirements, issuance of credit and grades, school calendars, student information systems, and FERPA (10%)
- Oversee the daily operation of the student transfer process, both in-district and out-of-district (10%)
- Develop, plan and facilitate attendance clerk training sessions
- Develop and implement Accountability Office processes
- Monitor and oversee all truancy issues including coordinating with the District Attorney, tracking inactive students, locating students who have dropped out of school, and communicating with parents/guardians and school personnel about attendance (10%)
- Monitor and assist school sites to ensure that all district, state and federal regulations and guidelines are followed (10%)
- Prepare, confirm and certify state reports: class size audit report, accreditation report, FQSR, ASR, dropout report, student transfer report, SMART report, Adjusted Federal Cohort report, and Education Oversight report, etc. (20%)
- Oversee the collection of data as requested by district users or directory information requests (10%)
- Monitor and assist registrars and attendance clerks to ensure accuracy of data
- Monitor and ensure that grades and credits are posted for district coursework, vo-tech coursework, concurrent enrollment coursework, credit recovery coursework, and summer school coursework
- Create and maintain an electronic data system when necessary
- Maintain and oversee student cumulative records in accordance with all State and Federal requirements
- Ensure that the OSDE student information system and applications are reviewed daily for data conflicts (STN, Ownership Conflicts, Data Wizard)
- Maintain the security access for all users on the student information system (PowerSchool), and the OSDE single sign on application

- Complete any trend data reports as assigned (mobility, ethnic distribution, attendance, retention, graduation, grade distribution, transfers, suspension, bilingual enrollment)
- Coordinate and monitor the verification of the District retention list
- Coordinate and monitor the End of School Checkout
- Facilitate data verification between the student information system, the OSDE WAVE and the TPS data warehouse
- Assist with the preparation of the annual School Profiles and student membership forecast
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Extensive knowledge of school leadership
- Ability to lead projects and coordinate across district departments, state departments and community leaders
- Extensive knowledge of School Laws of Oklahoma, OSDE Accreditation Standards and Tulsa Public Schools Board Policy as they relate to student records, attendance, graduation rate, suspensions and dropouts
- Extensive knowledge of computer skills including but not limited to:
 - Microsoft Office – Access, Excel, Outlook, PowerPoint, Publisher and Word
 - District and State student information management systems
- Effective oral and written communication skills
- Ability to balance multiple projects within a data driven accountability environment
- Ability to collect, evaluate, and analyze data from a variety of sources and use this knowledge to make recommendations
- Ability to translate Department and District goals into everyday work activities
- Ability to consistently implement District accountability policies and procedures
- Ability to maintain confidential information
- Demonstrate self-discipline and initiative

Supervisory Responsibilities:

- Make recommendations for hiring and evaluate up to twenty-eight employees

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Normal effort of occasional periods of moderate physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.