



Job Title: Enrollment and Student Information Partner

Department: Enrollment and Student Information
Reports To: Executive Director of Enrollment and Student Information
Grade: BG-09
Number of Days: 12 Months
Security Access: Enrollment Center
Overtime Status: Exempt
Last Revised Date: March 26, 2017

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 service as Enrollment and Student Information Partners to principals; assist schools with accreditation, enrollment, membership, graduation, and drop out reports, insuring accuracy and timely completion; oversee transfer process at all school sites; oversee site procedures and processes for truancies, attendance, and suspensions; complete class size audits; provide assistance to all sites on affidavits, enrollment, guardianship, power of attorney, homeless and foster enrollment; provide assistance for all sites with the Student Information System and online enrollment system; maintain security access for the Student

Information System, online enrollment system, and SDE Student Information System; provide training for clerks and other office personnel; assist the Executive Director of Enrollment and Student Information in the daily operations of the Enrollment Center and preparation of all district, state, and federal reports.

Minimum Qualifications:

- Bachelor's degree
- Minimum of ten years of recent/relevant public education experience

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.

- Assist with all district, state and federal reports.
- Oversee and monitor the daily operations of the Enrollment Center.
- Oversee and monitor early childhood enrollment.
- Assist with the student information system maintenance - boundary control, next school, and calendar.
- Supervise and/or assist with the transfer process.
- Supervise and/or assist with truancy monitoring and county court filings.
- Monitor and ensure data accuracy for student records and district trend data reports.

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

- Extensive knowledge of School Laws of Oklahoma, district board policy and accreditation standards.
- Extensive knowledge of computer skills and data management software.
- Ability to design and facilitate staff development.
- Ability to work cooperatively and collaboratively with both internal and external customers
- Effective oral and written communication skills
- Ability to collect and analyze data from a variety of sources, evaluate and make recommendations
- Ability to balance multiple projects within a data driven environment
- Ability to translate Department and District goals into every day work activities
- Ability to assist with the management of staff and day-to-day operations of the Enrollment Center
- Ability to maintain confidential information
- Demonstrate self-discipline and initiative

Supervisory Responsibility:

- Assists with the supervision of Enrollment Center staff.

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

- Normal office conditions

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.