

**ENROLLMENT TECHNICIAN**

**DEFINITION**

Under general supervision perform difficult and responsible clerical and technical work involved in enrollment statistics and projections; perform related work as required.

**EXAMPLES OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Research and analyze information for development of enrollment projections.
2. Formulate enrollment projections by grade level for class size reduction program.
3. Consult with the Personnel and Education Division as appropriate, to support the staffing process.
4. Use microcomputer to create and format statistical reports of enrollment and other data.
5. Monitor and maintain information on new development in the district.
6. Make oral presentations on enrollment statistics and projections.
7. Prepare memos and reports on information collected.
8. Maintain enrollment data by school and study area.
9. Provide information and technical assistance to district personnel and others on enrollment statistics.
10. Compile and summarize data for administrative review and action.
11. Participate in boundary area adjustment studies.
12. Assist in planning and development of attendance boundary maps.
13. Review and audit student demographic data.
14. Provide information regarding number of approved Open Enrollment, administrative placements, and employee requests to district administrators.
15. Communicate Open Enrollment policy and procedures to administrators, school site personnel, and community members.
16. Work with facilities administrators in calculating the need for new schools based on new and future housing developments.
17. Be available at board and parent meetings, when proposed boundary changes are being discussed, to answer any questions from the Superintendent and/or Board Members.
18. Collect fees for the Developer Fee Program.
19. Performs other related duties as required.

**QUALIFICATIONS**

**Knowledge of:**

Modern office methods and practices; correct English usage, spelling, grammar and punctuation; record keeping principles and practices; standard office machines; microcomputers including word processing and varied computer software.

**QUALIFICATIONS (continued)**

**Ability to:**

Analyze and interpret enrollment statistics; prepare difficult and complex statistical reports; perform responsible and difficult clerical work with accuracy and speed; make arithmetical calculations quickly and accurately; communicate effectively both orally and in writing; operate a typewriter and microcomputer; establish and maintain cooperative working relationships; comply with the district's customer service standards, as outlined in Board Policy.

**Education/ Experience:**

Two years of college level coursework in mathematics or related coursework, and four years of highly responsible experience in accounting or statistical work or an equivalent combination of education and experience. One year in a lead or highly specialized capacity is preferred.

**License/Certificate Requirement:**

Possession of a valid California Driver's License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Light standing and walking much of the time, with some bending stooping, squatting and twisting. Light lifting frequently involved.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.