



Cambrian School District Enrollment Specialist and Community Liaison Job Description

DEFINITION

To perform a variety of complex, confidential, and responsible clerical and administrative duties; foster community partnership and coordinate linkage of community services and resources among students and families; and oversee all aspects of the student enrollment process.

SUPERVISION

The Director of Student Services provides direction

EXAMPLES OF DUTIES

- Foster community partnership and coordinate linkage of community services and resources among students and families
- Plan, implement and evaluate family engagement events and projects
- Build and maintain strong collaborative relationships and communication with school officials, program directors, service providers, families, and other stakeholders, and community agencies.
- Act as primary liaison through effective communication and partnership between the schools/district, and community agencies/organizations to support the needs of students and their families through activities such as educational events, consultations, and coordination of resources
- Coordinate and implement the Student Linked Services (SLS) infrastructure for referrals and provision of case management and counseling services
- Serve as initial contact at school/district for referrals to community services and resources among families
- Provide comprehensive service coordination, including triaging and needs assessment, service planning, referral, and monitoring for students and their families so that they are linked to the appropriate services by utilizing a variety of engagement strategies including individual and family meetings, and home visits
- Develop and maintain service inventory (e.g., services provided at school sites) to assist students and families with linkage to community resources.
- Gather and track services provided to students and families. Develop and submit quarterly reports for grants
- Plan, implement and evaluate family engagement events, workshops and projects at school that are in alignment with the SLS goals and outcomes. Family engagement plans should be based on the needs of each school, and informed by input from students, families and the Campus Collaborative group
- Perform all registration duties for students including; processing new student enrollment , Annual Students Emergency Update for returning students; Inter- and Intra-district Transfers; Create and maintain all forms necessary for district enrollment operations
- Maintain the “Register and Enroll” District website page
- Assist in maintaining student database; ensure accuracy of input data; run queries for schools and departments

QUALIFICATIONS

Knowledge of and experience:

- Behavioral management and strategies
- Computer applications, such as Word, Excel, PowerPoint, and Outlook
- Computer software and working knowledge of data entry
- Ability to gather, maintain, analyze and interpret large scale assessment and program evaluation data

Ability to:

- Work with all stakeholders to problem-solve through situations
- Organize work, set priorities, meet deadlines, follow up on assignments and perform multiple tasks with accuracy.
- Work with various kinds of school data, including the skill to learn new systems and how the various parts of a system relate to the whole
- Communicate well with school personnel, parents, students, and district staff while complying with the confidentiality requirements in local, state and federal policies
- Follow and understand oral and written instructions and pay close attention to details in English and Spanish
- Work outside of regular school hours
- Make home visits, attend meetings

EXPERIENCE AND EDUCATION

- A.A. or higher degree or equivalent
- Minimum of one year of experience in data entry into a computer system
- Experience maintaining student records
- Fluent in written and oral communication in both English and Spanish (Requirement)

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate a computer keyboard and related office equipment
- Hearing and speaking to exchange information in person and on the phone
- Sitting or standing for long periods
- Seeing to read a variety of materials
- Bending at the waist kneeling or crouching to file materials

TERMS OF EMPLOYMENT

Salary according to current classified salary schedule: Range 47

EVALUATION

Performance of this job will be evaluated in accordance with District policies and procedures and existing contract between Cambrian School District and the California School Employees Association, Local 641