

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
CLASSIFIED JOB DESCRIPTION**

Job Title: Virtual School Enrollment Specialist

Department: School Office

Grade G
H.P.D. 8
D.P.Y. 220

Job Description

Date Reviewed: July 2023

Reports To: Principal

Purpose of Job

The purpose of this job is to assist with enrollment of virtual school students. The Virtual School Enrollment Specialist will coordinate the application process to include the spring application window as well as enrollment throughout the school year. In addition to enrolling students to the virtual school, the specialist will monitor student progress and report at-risk students to the administration. Duties and responsibilities include, providing information to faculty, staff, and general public, reconciling and recording student academic and behavioral data, processing student applications, assisting students and parents with enrollment questions, monitoring enrollment criteria, etc. Reports to Principal.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Identifies at-risk students based on enrollment criteria in academics, behavior, and attendance.
- Prepares written materials, such as probation letters, attendance reports, correspondence, etc., for the purpose of documenting activities, providing written reference and/or conveying information.
- Identifies at-risk students who are failing more than one subject.
- May assist with at-risk 504 students' cases for documentation.
- Schedules and may attend meetings (i.e. intervention meetings, parent/teacher meetings, etc.) for the purpose of gathering and disseminating information.
- Works with faculty, school counselors, and administrators to plan and implement intervention plans for those on probation.
- Contacts parents/guardians of probationary students for the purpose of soliciting their help.
- Gathers culminating data on probationary students for the purpose of building the program and keeping track of student progress.
- Maintains a student database for keeping track the progress of the student.
- Assists with all student withdrawals and any exit interviews that may be deemed necessary.
- May provide reports to update administration relative to attendance, grades, and office referrals.
- Must commit to a high level of confidentiality in all aspects of the job functions.

Additional Job Functions

Performs other related duties as assigned by the supervisor for the purpose of ensuring the efficient and effective functioning of the school community.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or equivalent), with one to three years of general office and bookkeeping experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Successful experience working with and mentoring at-risk youth is preferred.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and Instructional Support Services practices as they pertain to the performance of duties relating to the job of Virtual School Enrollment Specialist. Has general knowledge of practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.

- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date