

TITLE:	Student Admissions Program Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As assigned	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board		SALARY GRADE:	Schedule: 54 Range: 82

BASIC FUNCTION:

Design, direct plan, develop, organize and evaluate student diversity system, assignment, and desegregation and integration in District schools; serve as a gateway to families entering the District; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Design, direct plan, develop, organize and evaluate student diversity, assignment and desegregation and integration into District schools; oversee the District's centralized student enrollment process and home address verification process; assure program operations and activities comply with applicable Federal and State regulations, California Education Codes; District policies, administrative regulations and objectives
- Direct and evaluate the effectiveness of the District's student assignment software program; research and analyze complex technical data reports; direct creation and specialized software development
- Plan, organize and direct the re-matriculation students transferring from elementary school to middle school and from middle school to high school. Direct all activities including communication to parents and stakeholders, administer data integrity process, public information, data reporting and district to school collaboration and communication
- Direct, develop, implement and maintain student re-matriculation and necessary services; assure appropriate communication and material preparation, personnel and resources are available to meet parent needs; secure resources and materials as needed; assure technology activities are performed in compliance of applicable law, education code, regulations and Board Policy
- Plan, coordinate, develop and maintain a variety of software and information systems and applications for elementary, middle and high schools; develop and maintain technology processes and procedures; develop, maintain, and coordinate the transfer of district data systems to assure smooth transition of student data
- Prepare and maintain a variety of records and reports related to assigned activities; produce narrative and Board documents; provide analysis of data from a variety of sources; draft Board policy recommendations
- Provide technical expertise, information and assistance to schools and District administrators, Board of Education, community groups and others regarding the Student Assignment Plan and other District policies and programs; assist in the formulation and development of policies, administrative regulation and procedures; advises and collaborate with the Superintendent's Cabinet and other administrators in developing the District's goals, policies and programs
- Direct and plan the preparation of student projections; present and advise Superintendent and cabinet on students projections trends; present and work with assistant superintendents of business services and human resources to utilize students projections to develop district budget and teacher hiring; monitor student enrollment trends and makes staff recommendations as needed

- Prepare and present department's written and oral reports to Board of Education; represent district before Alameda County Board of Education regarding student matters
- Provide technical expertise, information and assistance to the Superintendent and Associate Superintendent regarding student admissions functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe, effective and efficient work environment; advise the Superintendent and Associate Superintendent of unusual enrollment trends or concerns and recommend appropriate corrective action
- Conduct meetings to discuss student assignment program, resolve student assignment concerns and discuss related program matters; resolve parent concerns; direct and collaborate with Principals to review and determine if students have met inter-District Board policy
- Plan and collaborate closely with community organizations, individuals and District staff to increase student enrollment in Berkeley Public Schools
- Direct, coordinate and implement student public relations and recruitment campaigns to ensure outreach to targeted parent populations
- Supervise, train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established requirements
- Prepare and maintain records and reports related to assigned activities; maintain records, logs and progress records for inter-District students; present reports to the District Board as directed
- Provide technical supervision and assist the high school in conducting the small schools student assignment lottery
- Direct and plan various annual activities including the recruitment kindergarten fair, and develop marketing programs to reach targeted populations; develop multi-year statistical student enrollment and average daily attendance projections utilizing advanced statistical analysis
- Research, write and disseminate promotional information materials, including the Guide to Berkeley Schools; maintain media relations
- Review, accept or deny inter-District student applications; review, accept or deny caregiver affidavits and same address affidavits
- Communicate with other administrators, staff, school site personnel, vendors and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; confer with administrators regarding student behavior and issues, and resolve student assignment concerns
- Provide for oral interpretation or written translation of materials from English to a designated second Language
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel
- Develop and prepare the department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare and manage department contracts
- Operate standard office equipment including a computer and assigned software; operate projector for presentations
- Perform other related duties as assigned.