



Job Title: Enrollment Center Advisor

Exemption Status: Nonexempt

Reports to: Asst Director of Student Services

Date Revised: February 2017

Dept./School: Student Services

Pay Grade: P16

Primary Purpose:

To facilitate the Choice of school and enrollment process for families who speak a language other than English, and coordinate with other departments in the district on behalf of families and staff.

Qualifications:

Education/Certification:

- High School Diploma or equivalent
- Certified Educational Office Professional (CEOP) certification preferred

Experience:

- Minimum of three (3) years of clerical experience in an educational setting
- Some experience in data processing is preferred

Special Knowledge/Skills:

- Ability to speak, read, and write English and Spanish fluently
- Knowledge of the Garland ISD Choice of School and enrollment process
- Knowledge of the Skyward Student Management System and Oracle
- Ability to organize and prioritize responsibilities and projects to meet timelines
- Ability to handle multiple interruptions and requirements as necessary with a positive attitude
- Ability to multitask and manage processes through varying scenarios (Current Year and Next Year enrollment, programs, and transfers)
- Ability to answer multi-line phone systems. Ability to follow verbal and written instructions
- Ability to operate Microsoft programs (Word, Excel, and Outlook)

Major Responsibilities and Duties

1. Testing, both written and oral.
2. Administer and score Oral IPT Spanish and English.
3. Administer and score the IOWA Assessment grades 2-12.
4. Check the PEIMS pupil ID database for the most recent enrollment.
5. Check the Pearson database for STAAR test results.
6. Determine the appropriate grade level by verifying the documentation.

Data Entry:

7. Enrollment: Student data, Family Information, Address, Birth History.
8. Immigration Information: email to Administrator for Immigrant Support, new immigrant interface with the BE Social Worker.

Refugee Information:

9. Newcomer Information: Interface with the BE Counselor for credit and placement evaluation.
10. LEP/LPAC Information: Determination of LEP status, Parent Permission code, TELPAS



information, Program Type Code (not final).

11. 890 Custom Form: LPAC information, test results, parent permission, and list school assignment.

Data Entry for PK:

12. Additional PK eligibility verifications, if required.
13. Additional coding for Non-LEP PK students.
14. Facilitate interface with social workers by gathering documentation/information for homeless students and unaccompanied youth.

School Path Assignment:

15. Verify the Address location.
16. Work with parents to fulfill the school choice to the fullest extent possible.

Check Capacities

17. Check GIS for transportation options; communicate with the Transportation Department for routing, if necessary.
18. Check the feeder pattern.

SPED Interface

19. Work with the Enrollment Center Clinic to determine SPED status.
20. Child Find determination and documentation as necessary.

Parent Interface

21. Assist parents in recommending programs and school choice,
22. knowledgeable about Bilingual/ESL content and program design.
23. Provide parents with campus information: location, school calendar and hours, standardized dress code, and school supply list.
24. Assist parents with Free and Reduced food applications.
25. SRQ completion, if required, with assistance from GRS Giving Place as needed.
26. Serves as Notary Public for Affidavits required for Proof of Address or Guardianship.

Transfer Requests

27. Processes Transfer requests for Bilingual and ESL students for Administrator approval.

Campus Interface

28. Process Exit paperwork.
29. Data Entry for exit.
30. Request for LPAC by campus diagnostician
31. Provide information to Lead LPAC teachers regarding students enrolling from another Texas Public School.
32. Follow up on or before the 20th day of enrollment.
33. Work with campus staff to correct data entry errors.
34. Support campus staff by answering questions and resolving issues.

Other

35. Responsible for filing copies of LPAC documents.
36. Organize all student enrollment documentation for sending to the campus.
37. Serves as receptionist as needed.
38. Perform all other duties as assigned.



Supervisory Responsibilities

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, including frequent keyboarding and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____