



City of St. Charles School District

CENTRAL ENROLLMENT/DATA ANALYST – 254 DAYS

Reports to:	Building Principal/Supervisor of Department/Program
Classification:	Classified
FLSA Status:	Non-Exempt
Terms of Employment:	254 days, which shall include 8 paid holidays according to Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and conducted in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

This responsible position requires performance of all duties associated with student enrollments/withdrawals, a variety of complex secretarial and clerical work in a school district location.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Maintains confidentiality, unquestionable integrity.
- Maintains accurate entry and withdrawal information in the Student Information System.
- Assist families with new student enrollment/online registration
- Central enrollment for K-12 new students, JJC/PREF, PSPED, PAT, PGIFT.
- Serves in a liaison capacity between the school building/department and the public.
- Maintains accurate student files.
- Accurately prepares reports from raw data, including entering and reporting of data for MOSIS state reporting.
- Ability to enter data and produce reports using the district systems.
- Maintains and generates necessary reports from online enrollment/registration software.
- Maintains security/alarm system database.
- Can produce accurate work with frequent interruptions.
- Assists Parents/Guardians with accessing district student information system parent portal.
- Works extensively in district student information system supporting parents and staff.
- Assigns all new students a DESE reporting ID.

- Serves in a liaison capacity between the building/program and the public for the district.
- Keeps administrator (s) informed of all aspects of building/program requirements.
- Prepares various reports and communication for the district.
- Complies with State Law and District Department policies and regulations.
- Programs, maintains and prints all staff building key cards for the district.
- Maintains/updates employee information and automated attendance calls for the district in district communication system.
- Helps with online text book integrations.
- Provide technical support to parents on accessing system for online payments.
- Tracks 1:1 device inventory and device assignments.
- Attend/Complete District PD and training.

SUPERVISORY RESPONSIBILITIES:

Not Applicable.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- High school graduate (GED)
- Experience in working effectively with administrators and other staff personnel.
- Experience with the operation of computers and software.

COMMUNICATION SKILLS:

- Ability to write accurate reports, business correspondence consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure consistent with the duties of this position.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Must have strong communication, computer and interpersonal skills.

- Must have ability to learn and utilize new software programs as systems are upgraded, including but not limited to the development and maintenance of database files, spreadsheets, and word documents.
- Excellent keyboarding skills required with good grammatical spelling and punctuation.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with staff and the school community.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties in full compliance with district requirements and Board policies.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to loud depending on the assignment of the position. The employee continuously is interacting with the public and staff.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Revised: SY 2022-2023