



# Technician I, Student Assignment

<b>Reports to:</b>	Director	<b>FLSA Status:</b>	Non-Exempt
<b>Department:</b>	Student Assignment	<b>Structure/Grade:</b>	Unified 115
<b>Division:</b>	Access & Opportunity	<b>Workdays:</b>	246
<b>Retirement:</b>	Teachers Retirement System		

## Position Summary

Performs both routine and complex tasks to facilitate effective communication between parents and schools, ensuring the efficient execution of all student assignment processes. Coordinates student registration activities across multiple school sites, including regular on-site visits to verify accuracy and maintain data integrity within the Student Information System (SIS). Conducts ongoing audits of SIS data to ensure compliance with district policies and procedures. Provides training to a wide range of district staff on SIS software usage and the school choice process, promoting consistency, accuracy, and operational efficiency across all sites. When required, serves as a team lead or informal supervisor, offering guidance and support to colleagues.

## Essential Job Duties

- Assists with coordinating, organizing, and executing opportunities for parents to engage with the school community and enhance their knowledge of their children's educational experiences.
- Processes school correspondence, maintains records, and administers payroll for clerical substitutes while maintaining staff leave and absence records.
- Serves as a direct point of contact for specific school-related inquiries, including serving as a direct-level registrar to process students applying for the School Choice program.
- Provides assistance to parents and guardians with inquiries regarding School Choice options, transfers, policies, and procedures to facilitate informed decision-making.
- Answers calls promptly and offers clear information related to School Choice policies and procedures, ensuring stakeholders are well-informed.
- Provides insight on process improvements and successful outcomes and makes recommendations for solutions.
- Visits various school sites to provide hands-on support during registration periods.
- Oversees the collection and processing of registration forms, ensuring all required information is complete and accurate.
- Assists with the setup and troubleshooting of online registration systems and software.
- Provides training and guidance to school staff regarding registration procedures and the use of registration systems.
- Addresses inquiries and concerns from students, parents, and school staff regarding the registration process.



- Maintains accurate records of student registrations and ensures data integrity.
- Collaborates with school administrators and other stakeholders to coordinate registration activities and schedules.
- Ensures that all registration activities comply with relevant policies and regulations.
- Performs additional duties as assigned.

### Qualifications

- High school diploma with a minimum of three (3) years of related experience is required.
- An Associate's Degree with a minimum of one (1) year of related experience is preferred.

### Knowledge, Skills, and Abilities

- Knowledge of student assignment and enrollment policies, procedures, and regulations.
- Familiarity with Student Information Systems (SIS), including data entry, auditing, and reporting functions.
- Understanding of district policies related to student registration, school choice, and compliance requirements.
- Knowledge of best practices in data integrity, privacy, and accuracy in an educational setting.
- Strong written and verbal communication skills for conducting training and liaising with stakeholders.
- Attention to detail to ensure the accuracy of student data and compliance with district guidelines.
- Ability to work independently and as part of a team, including serving as a lead when required.
- Ability to interpret and apply policies and procedures consistently across diverse school environments.

### Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.*

Reviewed/Revised: 5/21/2026