



**Job Title:** Enrollment Center Advisor

**Exemption Status/Test:** Non-exempt

**Reports to:** Asst Director of Student Services

**Date Revised:** February 2017

**Dept./School:** Student Services

**Pay Grade:** P16

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### **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 certification (CEOP) 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 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 multi-task 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 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 BE Social Worker.

#### **Refugee Information:**

9. Newcomer Information: Interface with 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, 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 Address location.
16. Work with parents to fulfill 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 info: location, school calendar and hours, standardized dress, 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.

**Clerical**

35. Responsible for filing copies of LPAC documents.
36. Organize all documentation for student enrollment to be sent to campus.
37. Serves as receptionist as needed.



### **Supervisory Responsibilities**

None.

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment, including 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

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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 \_\_\_\_\_