



## **ENROLLMENT SPECIALIST** **BUSINESS SERVICES**

### **POSITION DESCRIPTION :**

Professional-Technical Level H

### **DESCRIPTION:**

The Enrollment Specialist reports to the Assistant Superintendent, Business and Support Services to ensuring the accuracy of district enrollment reporting and developing projections for the school district. This position will be responsible for completing required enrollment reports, developing short and long-term enrollment projections and preparing forecasts and analysis for enrollment in all areas of the district.

### **ESSENTIAL FUNCTIONS:**

- Prepares and balances monthly P223 enrollment reports meeting district and state requirements.
- Work with the data center to develop, plan and implement training for school level personnel in enrollment reporting processes and procedures.
- Audit school/department level enrollment reporting in order to ensure accuracy of data and provide recommendations for corrections.
- Communicates to school staff at all levels regarding reporting procedures, timelines, and deadlines
- Coordinates work with cities and county to track housing developments, provide input on impacts, and determine future enrollment impacts.
- Prepares short and long-term enrollment projections for schools, department and district level.
- Analyze and compile enrollment data and reports.
- Prepares Basic Education compliance reports and associated backup data.
- Oversee Running Start enrollment, accounting, billing and prepare required allocations and reports.
- Prepare enrollment related reports for the district including free&reduced, ethnic, etc.
- Develops systems and procedures in order to accomplish required tasks.
- Prepare written reports to communicate to a wide variety of audiences.
- Use statistical data from various sources (census, birth rate data, etc.) in order to analyze trends and predict future enrollment.
- Calculates school capacities and uses data in various reports.
- Communicate to the public regarding enrollment methods and outcomes.
- Maintain documentation and records following district procedures and state regulations.
- Reviews, updates and documents processes and procedures as necessary.
- Attends meetings to receive and/or convey information.
- Ensures compliance with district policies and state/federal regulations.
- Performs related duties as assigned.

### **KNOWLEDGE, SKILL AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:**

- Knowledge of computer hardware and software program and experience using Skyward (HR, Fiscal and/or Student systems) is preferred
- Proficient in Excel, database software
- Proficient in analyzing data and trends with attention to detail
- Ability to make decisions and prioritize work
- Ability to organize and keep accurate records
- Ability to input data and prepare reports
- Employ multiple projection methodologies to forecast enrollment

- Ability to work independently with little or no supervision
- Ability to establish and maintain effective working relationships with multiple levels of staff
- Effective oral and written communication skills
- Ability to work with large, complex Excel spreadsheets

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in business, accounting or similar field. Two years' experience in accounting, budgeting, forecasting or similar area. Additional professional experience may substitute for the required education.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

**EDUCATION AND EXPERIENCE:**

- High School diploma or the equivalent
- Two years of job related experience

**APPLICATION PROCEDURE:** External and Internal Applicants: To apply to this posting, all applicants must submit an online application <https://www.applitrack.com/lakewashington/onlineapp/default.aspx>

**FINALISTS WILL BE CONTACTED FOR AN INTERVIEW**

Please review LWSD Human Resources Employment Policies: <https://www.lwsd.org/employment/hr-employment-policies>, which includes our non-discrimination policy. We are not able to sponsor employment at this time.

**LAKE WASHINGTON SCHOOL DISTRICT IS A SMOKE-FREE WORKPLACE**