ENROLLMENT SPECIALIST

Qualifications:

Required

1. High school diploma or equivalent.
2. At least five years of clerical or administrative experience, preferably in a school or public-sector setting.
3. Strong data entry, attention to detail, and organizational skills.
4. Proficiency with Microsoft Office or Google Workspace.
5. Ability to keep information confidential and use sound judgment in sensitive situations.
6. Successful completion of a criminal history background check pursuant to N.J.S.A. 18A:6-7.1 and proof of eligibility to work in the United States.
7. Valid New Jersey Driver's License
8. Must meet New Jersey residency requirements pursuant to the New Jersey First Act (N.J.S.A. 52:14-7), or establish residency within one year of employment
9. Must be able to perform the essential functions of the position satisfactorily; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Preferred

1. Associate or bachelor's degree.
2. Experience with school enrollment, residency, or student records.
3. Experience with Genesis SIS
4. Bilingual proficiency, Spanish preferred
5. Current New Jersey Notary Public commission preferred, but not required.

Knowledge, Skills and Abilities

1. Knowledge of, or ability to learn, New Jersey residency regulations, McKinney-Vento, FERPA, and immunization for school entry.
2. Strong interpersonal skills with families from diverse cultural, linguistic, and economic backgrounds.
3. Ability to handle difficult conversations calmly and professionally, including residency concerns and missing documents.
4. Ability to work as part of a small team and keep communication open.
5. Ability to manage high-volume periods, such as summer and the start of the school year, while staying accurate.

Reports to: Assistant Superintendent of Business Operations

Job Goals:
The Enrollment Specialist handles registration for new and returning students across the district. This person makes sure enrollment follows state and federal law and Board policy. They work closely with the Administrative Assistant to the Assistant Superintendent, who oversees the district's residency function. The Enrollment Specialist is often the first person families meet when they come to the district, so the role needs accuracy, discretion, and good customer service with a diverse community.

Performance Responsibilities:

1. Registers students in grades K-12. This includes intake, document review, and data entry in the student information system (Genesis).
2. Reviews proof of residency, age, immunization records, and guardianship documents. Follows N.J.A.C. 6A:22 and Board Policy and Regulation 5111.
3. Processes affidavits of residency, landlord affidavits, and shared-housing documents.
4. Enrolls students immediately when required by law, even if documents are missing. This includes students experiencing homelessness, students in foster care, and military-connected students.
5. Processes withdrawals, transfers, and requests for student records from other districts. Keeps records secure and confidential.
6. Sends registration information to the right staff: building principals, the nurse, school counselor, special services, ESL/bilingual, transportation, and food services.
7. Works with the Administrative Assistant to the Assistant Superintendent on residency concerns arising from the enrollment process. Shares documentation, flags concerns, and keeps information consistent between registration and residency files.
8. Refers questionable or incomplete residency documentation to the Administrative Assistant for review and possible investigation.
9. Helps the Administrative Assistant prepare documentation for residency determinations, Board hearings, and tuition assessments if issues arise out of an enrollment.
10. Supports annual re-verification of residency and other residency initiatives as directed.
11. Works with the district Homeless Liaison on McKinney-Vento referrals and the Student Residency Questionnaire.
12. Keeps enrollment data accurate and up-to-date, and supports NJ SMART submissions, October enrollment counts, and ASSA reporting as assigned.
13. Runs enrollment reports and projections for the Assistant Superintendent and building administrators.
14. Tracks in-district transfers, tuition students, and out-of-district placements as assigned.

15. Gives families courteous and accurate help in person, by phone, and through online registration.
16. Distributes the Home Language Survey and works with the ESL/bilingual department. Assists with the coordination of translation services, when needed.
17. Explains the registration process, school assignment, and district programs and services.
18. Refers families to transportation, health services, special education, and Section 504 resources when appropriate.
19. Follows FERPA and keeps student and family information confidential.
20. Provides backup support to the Business Operations division during peak periods or staff absences.
21. Takes part in training on enrollment law, residency procedures, the student information system, and customer service.
22. Attends Board of Education meetings, administrative meetings, and other district meetings when requested.
23. Performs other related duties as assigned by the Assistant Superintendent of Business Operations.

Physical Abilities and Working Conditions of Continued Employment
The physical abilities and other conditions of continued employment listed in this section are representative but are not intended to provide an exhaustive list of physical abilities and other conditions of continued employment that may be required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standing and Walking: Ability to stand and walk for short periods, including assisting families during an in-person registration and retrieving or filing records
Sitting: Ability to sit for extended periods while performing data entry, document review, and other administrative duties
Lifting and Carrying: Ability to lift and carry up to 20 pounds, including record boxes, files, and registration materials
Manual Dexterity: Ability to operate computers, scanners, copiers, telephones, and other standard office equipment with speed and accuracy
Bending and Reaching: Occasionally required to bend, stoop, or reach to access files, storage cabinets, and office supplies
Visual and Auditory Acuity: Ability to see and read printed and electronic documents, including closely reviewing residency and identification documents, and to hear and understand speech at normal levels in person and by phone

Mental and Emotional Demands: Ability to stay focused and accurate during high-volume registration periods, and to handle sensitive and emotionally charged conversations with families calmly and professionally

Environmental Conditions: Must be able to work mainly indoors in a standard office setting with frequent public contact, and may be exposed to stressful situations or interruptions during peak periods

Other: Ability to occasionally travel between district sites and to work extended or flexible hours as needed during summer and back-to-school registrations

Terms of Employment:

Twelve-month, non-affiliated position. Salary and terms of employment to be established by the Board of Education.

Annual Evaluation:

Performance will be evaluated annually by the Assistant Superintendent of Business Operations, in accordance with Board policy.

Approved by: Township of Union Public Schools Date:

Reviewed and Agreed to by: Date: