



Job Title: **Director of Planning and Enrollment**

Department: **Planning and Enrollment**

Supervisor: **Chief Financial Officer**

Lane Placement: **Administrative Lane 5**

Schedule: **8 hrs/ 242 days** Evaluation Group: **CLASS-D**

FLSA Classification: **Exempt**

This position is for current CSD administrative employees only.

JOB DESCRIPTION

Reporting directly to the Chief Financial Officer, the Director of Planning and Enrollment is responsible for providing leadership and direction in all planning functions related to school boundaries, facility capacity, and enrollment management strategies.

ESSENTIAL FUNCTIONS

- Prepares reports and materials for the Board of Education regarding boundaries, facility capacity, and enrollment.
- Assists in collecting and analyzing demographic and enrollment data, and in providing information necessary to plan for and recommend future school sites.
- Assists in the development, and implementation, of policies pertaining to the efficient utilization of school facilities.
- As directed by the Assistant Superintendent, assists the Superintendent's Leadership Team and student services administrators in establishing and implementing procedures that provide services to schools and the District in the areas of attendance policies and procedures, student records, school boundaries, student registration, assignment of students to schools, and enrollment projections.
- Provides leadership and direction in the management of the materials inventory in schools and departments related to student accounting.
- Ensures the development of a liaison with various community groups and agencies dealing with student-related problems.
- Maintains accurate records of school and District boundaries.
- Responds to the public, patrons, the Board and other departments about boundary related concerns.
- Administers student enrollment and entry requirements.
- Conducts boundary verifications as needed.
- Manages, designs and reports on the department budget.
- Create and edit District forms for various programs and processes (i.e. Release Time forms, Dual Enrollment forms, Authorization for Release of Education Records form Home school Affidavits, etc.).
- Develop and update guidelines to schools for students dropping out of school.
- Provide counsel to schools, parents and students for alternatives to dropping out of school and methods to keep students from dropping out of school.
- Monitor and report dropout rates.

- Assist schools and students in dual enrollment processes and procedures.
- Work with Charter schools and private schools to provide opportunities for students who are dual enrolled.
- Monitor and report on dual enrolled students.
- Provide quarterly, yearly and 7 to 10 year projections on student enrollment.
- Manages October 1st enrollment reporting.
- Prepares monthly enrollment reports.
- Completes and assists with various enrollment projects.
- Assists in preparing the October 1st S-3 State report.
- Assists in preparing the June S-3 State report.
- Prepares information for Board Precinct realignment.
- Revision and development of student accounting policies.
- Prepares information for District, State, and Federal audits.
- Prepares information regarding the need and location for new schools.
- Coordinates with community leaders regarding development and population growth.
- Coordinates with agencies regarding factors that will affect population trends.
- Coordinates with real estate agencies and developers regarding subdivision development and impact.
- Prepares and provides in-service for school personnel.
- Assists in the preparation of a yearly budget.
- Attends State and Federal meetings regarding policies, practices, and regulations.
- Stays current regarding information that impacts student accounting and planning.
- Consults with the District's legal counsel as needed.
- Chairs the calendar development committees.
- Provides staff support to ad hoc committees established by the Board of Education.
- Provide information and support on FERPA, Foreign student enrollment, guardianships, home school affidavits, home schooling procedures and requirements, kindergarten eligibility, late enrollment permits, mapping of District boundaries, open enrollment permits, permanent students records, power of attorney procedures, release time, school calendar development, student neighborhood access plans, student accounting, student attendance accounting, student record retention, student retention/acceleration, student visas and student transportation issues.
- Predictable and reliable attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires Master's degree in Education, Business, Public Administration, or related field.
- Expertise with mathematics, demographics, statistics, mapping, and facilities strongly preferred.

- Requires outstanding interpersonal skills, the ability to work well with a variety of stakeholders and patrons, ability to work in a team environment, and unrelenting focus on customer service. Interacts with Board members, parents, organization representatives, State Office personnel, consultants, all District personnel and the general public.
- Must possess great sense of humor, outstanding flexibility, ability to work in a fast-paced environment, and skill at directing tasks and assignments with high-level, well-educated, opinionated, outgoing personalities.
- Must have advanced written and verbal communication skills.
- Excellent computer skills with Microsoft Word applications (e.g. Word, Excel, Powerpoint, etc.) and financial application software required. Experience with ESRI and ArcMap helpful.
- Significant managerial experience, including the supervision of employees and staff, strongly preferred.
- Accuracy, integrity, and confidentiality are critically important.
- Must have outstanding organization and initiative, and a professional, courteous demeanor suitable for working at the executive level and interacting with patrons, customers, education leaders as well as city and government leaders.
- Makes certain that the operation of all planning and enrollment services complies with District, State, and Federal regulations and programs.
- Under the direction of the Assistant Superintendent and General Counsel, meets with city leaders, planning and zoning commissions, and developers to coordinate planning for residential and commercial developments within the district that may impact schools, and to determine effective strategies for securing appropriate school sites where needed.
- Fulfills other essential functions as assigned by Superintendent and/or Chief Financial Officer.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Requires ability to drive, walk, stand, sit, talk, hear, and see; uses hands and arms to reach, hold and handle.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 11/01/2019