

REGISTRATION CENTER SUPERVISOR

Under the direction of the Senior Director, Student Services, the Registration Center Supervisor directs, supports, and coordinates the daily operations of the District Enrollment Center; performs technical and specialized functions in the processing of the enrollment, placement, and accommodations of new students according to established District procedures.

ESSENTIAL DUTIES

- f* manages, supports, and coordinates the daily operations of the District Registration Center
- f* performs technical and specialized functions in the processing of the enrollment, placement, and accommodations of new students according to established District procedures
- f* applies extensive knowledge of District policies and exercises independent judgment; expedites transmittal of information and facilitate implementation of policies and programs; assures timely communications
- f* identifies special needs or accommodations based on the student information provided during registration; initiates and coordinates services as needed to process the admission of new students
- f* coordinates communication between the school, District resources and parents and outside organizations; greets visitors and receives telephone calls; provides information concerning the District Enrollment Center program, policies, and procedures

- f* ensures the accuracy of data in the student information system; performs the correction of Calpads data, special education Caseloads, English learners, CTE, and any other student identifiers
- f* supports in the coordination and promotion of support services including transportation, child nutrition, health, English learner programs, etc.
- f* operates office equipment including a computer terminal; updates assigned systems with new information as appropriate; prepares charts and matrixes utilizing assigned systems
- f*

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