



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE:	<b>Student Admissions Specialist</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Admissions Office</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission	<b>June 29, 2016 July 15, 2016</b>	SALARY GRADE:	<b>Schedule: 56 Range: 52</b>

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of duties in support of student admission, registration, and related activities; serve as an informational resource to students, parents and the public concerning enrollment and related policies, procedures, and objectives; participate in the administration of the Choice program.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Perform a variety of duties in support of student admission, registration, and related activities; perform intake procedures, assist in the enrollment process and refer students to appropriate personnel or community service organization as needed
- Participate in the administration of the Choice student assignment program; operate the student assignment software program to assign students to schools; troubleshoot and evaluate Choice's assignment output; compile evaluations of Choice assignments for approval or review; compile lists of Choice assignments for schools; input data from other computerized systems; troubleshoot and evaluate data imports
- Implement student assignment systems and procedures such as preparing data, assuring the accuracy of computerized central software program and creating school waiting lists
- Serve as an informational resource to students, parents and the public concerning enrollment and related policies, procedures, objectives and activities; respond to inquiries and provide information regarding inter-district transfers, voluntary desegregation and integration policies, and foreign student exchange questions; assist parents with locating appropriate school district services
- Assist schools and District offices in working with the student information system; assure accuracy of input and output data; collect enrollment data and compile data for District offices and schools; utilize the student information system to transfer records between schools as needed

- Verify residency of incoming students to assure students residing in boundaries are provided priority enrollment status; update assigned database
- Assist the supervisor in planning and coordinating student enrollment and student assignment processes; communicate with the supervisor regarding District, parent and community issues as needed
- Review inter-District permits; assure continuing students are maintaining good grades, attendance and behavior; update related database; maintain spreadsheet of incoming/outgoing permits
- Perform a variety of clerical duties related to assigned activities; prepare timely correspondence via electronic and regular mail; compile, file and duplicate materials and technical data reports as needed; process a variety of forms and applications; assemble mass mailings as directed
- Maintain information regarding home visits; communicate with home visitors regarding the status of home visits; forward information to appropriate staff
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software

**OTHER DUTIES:**

Perform related duties as assigned

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

District policies and procedures regarding enrollment

Capabilities, settings, reports and options of the student information and Choice software programs

Goals and procedures outlined in the District's student assignment policy

Applicable laws, codes, regulations, policies and procedures

Interpersonal skills using tact, patience and courtesy

Correct English usage, grammar, spelling, punctuation and vocabulary

Operation of standard office equipment including a computer and assigned software

Record-keeping techniques

Modern office practices, procedures and equipment

Telephone techniques and etiquette

Basic public relations techniques

Mathematic computations

**ABILITY TO:**

Perform a variety of duties in support of student admission, registration, and related activities

Serve as an informational resource to students, parents and the public concerning enrollment and related policies, procedures, and objectives

Participate in the administration of the Choice program

Compile and evaluate results of student assignment software

Explain technical requirements of the student information software to staff

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Interpret, apply and explain rules, regulations, policies and procedures

Compose correspondence and written materials independently

Operate standard office equipment including a computer and assigned software

Maintain a variety of lists and records

Keyboard and input data efficiently

Understand oral and written instructions

Complete work with many interruptions

Add, subtract, multiply and divide quickly and accurately

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in a related field and three years experience in admissions or registration activities, maintaining automated student records, or related experience

**LICENSES AND OTHER REQUIREMENTS:**

Some incumbents in this classification may be required to speak, read and write in a designated second language.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment

Constant interruptions

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Hearing and speaking to exchange information in person and on the telephone

Sitting or standing for extended periods of time

Bending at the waist, kneeling or crouching

Reaching overhead, above the shoulders and horizontally