

Job Title: Administrative Support III-Enrollment Liaison **Wage/Hour Status:** Non-Exempt

Reports to: Director of Outreach and Enrollment

Primary Purpose:

The mission of Life School is to develop leaders with life skills through strong academics, character training, and partnerships with parents and the community.

In support of the Life School mission, the **Administrative Support III-Enrollment Liaison** will be responsible for outreach to and enrollment of new students, re-enrollment and retention of current students, and parent engagement and communication.

Qualifications:

Education/Certification:

High School Diploma or GED

Business office training preferred

Bachelor's degree or related certification preferred

Special Knowledge/Skills:

Related clerical and/or secretarial experience preferred

Strong computer and business skills

Strong organizational, communication, public relations, and interpersonal skills

Ability to communicate effectively in both written and oral forms. Bi-lingual preferred.

Ability to create and conduct presentations.

Ability to establish and maintain effective working relationships both internal and external to the district.

Major Responsibilities and Duties:

Enrollment and Outreach:

- Serve as campus representative at events and in the day-to-day school environment, interacting actively and often with prospective families, current families, and students to foster a positive experience.
- Implement district-wide and campus specific marketing plans and timeline to drive increased student enrollment with prospective and current parents as directed by Central Office Enrollment.
- Collaborate with campus leaders to plan, organize, and attend on-campus outreach events such as open houses, school tours, parent nights, etc.
- Proactively communicate with prospective parents/students via phone, email, and text.
- Organize and promote the campus visit program. Serve as a guide for campus visits with prospective parents and students.

Registrar Duties:

- Coordinate registration, enrollment, re-enrollment, and withdrawal processes of all students.
- Produce enrollment & application reports on a regular basis for campus administrators.
- Maintain accurate data in the student information system.
- Maintain student files in electronic format in the student information system.
- Maintain and respect confidentiality of student and school personnel information.
- Processes student records, including requesting transcripts and records from other schools, setting up cumulative folders, and entering student data into appropriate databases.

- Processes and transmits requests for student information, including student records, report cards, student transcripts for colleges and universities (secondary), staying current with all TREX requests.
- Maintains confidentiality of all student and family information.
- Attend monthly Enrollment Liaison meetings.

Student Retention:

- Serve as liaison between new students/parents and other staff and teachers to assist them in integration to their new campus.
- In coordination with campus leadership, plan, lead and execute new family and student orientation programs and events.
- Coordinate all student retention activities for first year students to increase student retention
- Actively plan, promote, and communicate re-enrollment opportunities to current families and students.

Parent Engagement:

- Coordinate with campus leadership to assist with school-based programming for families and students. i.e. Partners for Life, social and cultural activities/events, orientations, etc.
- Assist with campus communication material for families and students such as weekly newsletters, social media posts, event flyers, email, and text communications to maintain an enrollment/retention/engagement focus.
- Assist with cultivation of parent and community volunteers seeking to engage parents and the community on the campus as much as possible.
- Assist with campus leadership to help parents understand the state academic standard and how to monitor their children's progress. (Parent Portal)

Compliance:

- Comply with policies established by federal and state laws, Texas State Board of Education rules, and board policy.
- Comply with all office, campus, and district routines, regulations, policies, and procedures.

Supervisory Responsibilities:

None.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. Occasional districtwide travel to multiple work locations may be required. Night and weekend activities will be required. Moderate, local travel is required.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Printed Name: _____ Signature: _____ Date _____

Supervisor Signature: _____ Date _____