

Thomas MacLaren School  
JOB DESCRIPTION

This document was  
last reviewed on  
January 23, 2018

**Job Title:** Enrollment and Student Records Assistant

**Reports To:** Data Systems Manager

**Supervisory:** \_\_\_\_\_ EMPLOYEES    \_\_\_\_\_ CONTRACT WKRS  
**Eligible for Overtime:** Yes (yes or no)    **Pay Type:** \_\_\_\_\_ SALARIED  
If no: \_\_\_\_\_ PROFESSIONAL    \_\_\_\_\_ EXECUTIVE    \_\_\_\_\_X\_\_\_\_\_ HOURLY  
   \_\_\_\_\_ ADMINISTRATIVE    \_\_\_\_\_ OTHER

*Supervisory responsibilities include assigning, scheduling, monitoring and controlling work; evaluating and managing performance; interviewing, hiring, and orienting new employees; training employees when necessary; making salary recommendations; and recommending discipline or termination when necessary.*

**General Purpose:** The Enrollment and Student Records Assistant would assist with maintaining student records and supporting the enrollment process.

**Essential Duties and Responsibilities:**

- Assist with maintaining student records and supporting the enrollment process
  - Maintain paper files and digital files
  - Enter and update data in spreadsheets and web applications
  - Pull data from web applications
  - Manipulate data in Excel
  - Print reports from web applications
  
- Assist with digital communication to school families
  - Create weekly update email to school families
  - Compile Student / Family directory
  - Update web content
  
- Assist with Assessments
  - Assist with scheduling and proctoring Diagnostic, Interim, and State Assessments

**Other Duties and Responsibilities:**

Full-time administrative staff members are expected to be open to other assignments as needed.

**Qualifications:**

**Required knowledge, skills, and abilities:**

Detailed, accurate and organized  
Able to manage multiple projects at once  
Proficient computer and internet skills, to include MS Office products  
Advanced Excel skills preferred  
Excellent interpersonal, written and verbal communication skills  
Eagerness to be part of the administrative team for Thomas MacLaren School  
Spanish-speaker preferred

**Education:** High school diploma or better

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.

**Physical Requirements of this position include:**

| <i>WORKING ENVIRONMENT:</i> | SELDOM     | OCCASIONAL   | FREQUENT  |
|-----------------------------|------------|--------------|-----------|
| EXTREME COLD OR HEAT        | x          |              |           |
| HEIGHTS                     | x          |              |           |
| NOISE                       | x          |              |           |
| DRIVING                     |            | x            |           |
| WALKING/Uneven Surfaces     | x          |              |           |
| WORKING ALONE               |            | x            |           |
| WORK WITH OTHERS            |            |              | x         |
| <i>MOVING HEAVY ITEMS:</i>  | SELDOM     | OCCASIONAL   | FREQUENT  |
| LIFTING/LOWERING            | Over 30 lb | Over 20 lbs. | 0-20 lbs. |
| LIFTING OVER SHOULDER       | Over 30 lb | Over 20 lbs. | 0-20 lbs. |
| REACHING OVER SHLDER        | Over 30 lb | Over 20 lbs. | 0-20 lbs. |
| CARRYING                    | Over 30 lb | Over 20 lbs. | 0-20 lbs. |
| PUSHING/PULLING             | Over 30 lb | Over 20 lbs. | 0-20 lbs. |
| PULLING                     | Over 30 lb | Over 20 lbs. | 0-20 lbs. |

|                             | SELDOM | OCCASIONAL | FREQUENT |
|-----------------------------|--------|------------|----------|
| VISUAL ACUITY: Near/Far     |        |            | x        |
| HEARING                     |        |            | x        |
| SPEECH                      |        |            | x        |
| EYE/HAND COORDIN.           | x      |            |          |
| <i>TRAVEL:</i>              |        |            |          |
| Local                       |        | x          |          |
| National                    | x      |            |          |
| <i>OPERATING MACHINERY:</i> |        |            |          |
| COMPUTER                    |        |            | x        |
| COPIER                      |        |            | x        |
| MOUSE                       |        |            | x        |
| TELEPHONE                   |        |            | x        |
| OTHER (please list)         |        |            |          |
|                             |        |            |          |

**I have read this job description and understand that it may change at the Executive Director's discretion. I meet the required qualifications for this position and can perform the essential functions, with or without reasonable accommodation.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date