



Professional Vacancy Richardson ISD

POSITION: STUDENT ENROLLMENT AND ACCESS SPECIALIST

REPORTS TO: SENIOR EXECUTIVE DIRECTOR, STUDENT SERVICES

CONTRACT PERIOD: 12 MONTHS - 226 DAYS

POSITION CONTROL # 51476964

SALARY: LOCAL PAY GRADE: AYQ

SALARY RANGE: \$60, 014 - \$64, 957

PRIMARY PURPOSE: The Student Enrollment and Access Specialist provides technical expertise and operational support to ensure the seamless implementation of enrollment processes, transfer management, attendance tracking, and compliance with state reporting requirements. The role focuses on data management, technical coordination, and the execution of operational processes to enhance student enrollment and access within the district.

QUALIFICATIONS:

Education/Certification
Bachelor's degree in education
Bilingual or multilingual abilities are highly preferred
Valid Texas Driver's License
Excellent communication, interpersonal, and cross-cultural skills
Must have the ability to apply for notary

**MAJOR
RESPONSIBILITIES
AND DUTIES:**

Enrollment Management and Transfer Coordination

- Provide technical and operational support for inter- and intra-district transfer processes, ensuring compliance with policies and accuracy in documentation.
- Analyze and maintain campus capacity data to inform decisions on student transfers and resource allocation.
- Support the district's family retention and recruitment initiatives by managing enrollment-related data and assisting in marketing efforts.
- Troubleshoot and resolve issues with online enrollment platforms and assist campus personnel with system use and navigation.

Attendance Monitoring and Support

- Prepare and analyze attendance reports to identify trends, monitor compliance, and support campus-level attendance staff.
- Coordinate with schools to implement interventions for students with chronic absenteeism or tardiness.
- Provide data and support for truancy prevention and outreach programs targeting families with attendance challenges.

Data and Reporting

- Oversee the collection and submission of PEIMS leaver tracking forms, ensuring accuracy and compliance with state reporting requirements.
- Develop and maintain dashboards and reports to monitor enrollment trends, attendance, and transfer processes.
- Assist with the preparation of Board of Trustees presentations related to enrollment and attendance initiatives.

Operational and Technical Support

- Manage processes related to proof of residency, affidavits, administrative withdrawals, and overflow placements.
- Create and maintain standardized protocols for enrollment and transfer procedures, ensuring consistency and efficiency.
- Provide training to campus staff on the use of enrollment, attendance, and transfer systems.

Stakeholder Support and Collaboration

- Serve as a primary contact for families with questions about enrollment, transfers, and attendance policies.
- Collaborate with the Family Services Center to address parent concerns, including affidavit processing and proof of residency requirements.
- Partner with school staff and external agencies to support attendance interventions and enrollment.
- Support general enrollment processes, including PreK and magnet program admissions.
- Transfers
- Oversee the technical and operational aspects of intra-/inter-district transfers, administrative transfers, and employee requests.
- Attendance and Leavers
- Ensure accurate tracking and reporting of attendance and leaver data, aligning with state and district goals.
- Proof of Residency and Affidavits
- Process and validate residency documents, affidavits, and related documentation to ensure compliance with district policies.
- Administrative Withdrawals and Overflows
- Manage records and assist in overflow student placement, ensuring efficient and equitable processes.
- Compliance with compulsory attendance laws.

Professional Expectations

- Maintain confidentiality of records, sharing information only within legal and professional guidelines.
- Foster positive relationships with families, school staff, and community resources to ensure high-quality service and support.
- Stay informed about changes in state and district procedures related to enrollment and attendance, participating in relevant professional development opportunities.
- Continue to grow professionally through collaboration with colleagues and ongoing training.

OTHER RESPONSIBILITIES

Perform additional duties as assigned by the Executive Director of Student Enrollment.
Attend meetings, workshops, and conferences to remain updated on best practices and regulatory changes affecting enrollment and attendance processes.

APPLICATION PROCEDURE:

Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>. The application must be complete and three electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references. Applicants will be contacted if an interview is needed.

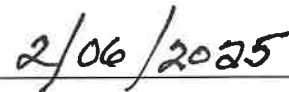
DEADLINE FOR APPLICATION: UNTIL FILLED

APPROVED:


Christopher B. Goodson, Ed.D.

Assistant Superintendent – Human Resources

DATE:



EQUAL OPPORTUNITY EMPLOYER

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.