**TITLE**: Enrollment / Admissions Coordinator

**REPORTS TO**: Director of Operations

J**OB FUNCTION**: The Enrollment / Admissions Coordinator will manage the Urban Academy student information system(s), enrollment, admissions, lottery systems, procedures, and related activities. They will adhere to the Urban Academy’s board-approved policies and procedures related to enrollment, applications, truancy, and student lottery among other policies and procedures.

**DUTIES and RESPONSIBILITIES**

#### Enrollment & Admissions

* Respond promptly to requests for enrollment applications.
* Schedule and conduct school tours for prospective students and families.
* Receive, record, and process return enrollment applications according to the school’s Admissions Policy.
* Coordinate and manage the school’s enrollment lottery in alignment with the school’s Lottery Policy.
* Maintain accurate lottery and waitlist results.
* Manage the waitlist, ensuring timely notifications and guidance for waitlisted applicants.

#### Student & Family Records Management

* Maintain accurate enrollment records, categorized by:
  + School district
  + Grade level
  + Number of students added/dropped per grade
  + Transfer locations and details
  + Student retention data
* Input and update student and family information in the designated student information system.
* Ensure compliance with all data reporting requirements at local, state, and federal levels.

#### Attendance & Truancy

* Work with the **Attendance Officer** to aggregate and analyze monthly data on student attendance and truancy.

#### Student Onboarding & Orientation

* Coordinate and lead **new student and returning student** open house and orientation events.
* Organize and participate in **new student enrollment meetings** to ensure a smooth transition.

#### Communication & Coordination

* Promptly notify the **Program for Students with Exceptionalities (PSE) Coordinator** of new students with IEPs, GIEPs, 504 plans, or Early Intervention Plans.
* Promptly notify the **Instructional Lead Team** of all enrollment changes
* Work with the **Principal’s Office** to support the production and distribution of student report cards and progress reports.
* Communicate student withdrawals or transfers to the appropriate school district in a timely manner.

#### Marketing & Community Engagement

* Contribute to the school’s **social media presence**, focusing on student enrollment marketing and outreach.

#### Student Transportation Coordination

* Collaborate with school districts, families, and stakeholders to **facilitate and maintain accurate student transportation registration, rosters, and routes**.

**KNOWLEDGE, SKILLS, and ABILITIES**

* Demonstrates the ability to work with children of all ages and their families dealing with various learning troubles.
* Exhibits outstanding organization and time management skills for managing a large workload.
* Displays highly effective communication skills geared to various age groups.
* Can work well independently and with little supervision.
* Strong organizational and time management skills.
* Attention to detail and ability to maintain accurate records.
* Proficiency in Microsoft Office (Word, Excel, Outlook) and familiarity with student information systems (SIS).
* Excellent written and verbal communication skills.
* Ability to work collaboratively with school staff, families, and external stakeholders.
* Customer service mindset—friendly, approachable, and responsive.
* Problem-solving and adaptability in a fast-paced school environment.
* Commitment to urban education and student success.
* 2+ years of experience in enrollment management, student services, administrative support, customer service, or related roles.
* Experience in a school setting, nonprofit, or community-based organization is highly beneficial.
* Strong data entry and record-keeping skills, with experience managing databases or student information systems.
* Familiarity with state and federal education regulations, particularly regarding enrollment, attendance, and student records.
* Experience handling sensitive student and family information with confidentiality and professionalism.
* Prior experience working with diverse families and communities, particularly in an educational setting.

**EDUCATION and EXPERIENCE**

While a college degree in Business Administration, Education, Communications, or a related field is preferred, it is not required. Instead, the ideal candidate should have at least two years of experience in enrollment management, student services, administrative support, or a related role, preferably within a school, nonprofit, or community-based organization.

**URBAN ACADEMY STATEMENT**

Urban Academy will be a model for Urban education and provide a strategic combination of academic excellence, cultural relevance, and broad educational access.

**SALARY**

Salary ranges from $45,000 - $50,000 annually based on experience.