

42559 COORDINATOR, SCHOOL CHOICE SUPPORT

Apply Here:

<https://ltmwebprod01.dpsk12.org/ltmprod/xmlhttp/shorturl.do?key=450>

CHOICE & ENROLLMENT

SW Enrollment Center

Traditional 235 work days

FTE: 0.75

Salary Range: \$18.35 - \$21.92

Essential Functions and Objectives:

Supports individuals, teams and/or departments through facilitating and regulating a series of activities and work streams. Carries out specific tasks based on established procedures, to ensure a broader set of priorities and objectives are met. Primary focus on execution of assigned tasks in a specific area of responsibility, with a non-technical scope and a high degree of customer service.

The Support Coordinator will assist with data projects and guiding families through the enrollment process via phone, email and in person. This position will require flexibility with work hours during peak times in order to accommodate school and family availability, and could include some evenings and weekends.

- Provides administrative support and assists in carrying out specific activities, such as: distribution of materials, process documentation, conducting trainings, organizes and submits reports, coordinates responses, develops procedures, and maintaining records and files.
- Assesses and troubleshoots, escalates problems and interacts with stakeholders across the district to resolve problems related to area of responsibility. Exercises discretion to make exceptions to policy. Documents exceptions for compliance record keeping and reporting.
- Ensures appropriate key stakeholder involvement in planning, goal-setting, and implementation to achieve buy-in of work products. Ensures purposeful, positive and professional interactions and relationships with all stakeholders.
- Identifies process inefficiencies and proposes solutions, identifies opportunities through external research on trends in resources, programs, and services and internal research with stakeholders, and supports improvement efforts in order to ensure smooth execution with appropriate participation and support across the district.

- Answer phone calls and emails regarding parent inquiries about the School Choice process and enrollment to Denver Public Schools.
- Help families navigate through the online SchoolChoice application. Provide information on the SchoolChoice process, deadlines, school options, priorities-based on residence and transportation options.
- Student data entry into Infinite Campus and SchoolChoice system.
- During Round 1 process, facilitate outreach efforts to transitioning students/families by communicating in the form of telephone calls, emails and in person conversations at schools, office and events. May require some evenings and weekends to attend events.
- Assist with walk in families inquiring about school enrollments.

Knowledge, Experience & Other Qualifications:

- One (1) year of customer service experience required.
- Knowledge with Microsoft Office products including Word, Excel and Outlook.
- Effective time management and organizational skills.
- Effective communication skills.
- Strong attention to detail.
- Effectively handle multiple demands and competing deadlines.
- The ability to take responsibility for one's own performance.
- Work collaboratively with others on a team.
- High degree of integrity in handling confidential information.

Education Requirements:

- High School Diploma/GED required.
- Bachelor's Degree preferred.

Other information:

The COO Office has a dynamic team of highly experienced people working to maintain the integrity of Denver Public Schools and the accountability of what we do as a team. We strive to meet all of the needs of our schools, Administrative buildings and constituents. The operations team encompasses Facilities, Enterprise Management, Transportation, Technology, School of Choice, Planning and Assessment, Safety and Security, Program Management, Operations Outreach and Engagement, Finance and Operations Support Services. We are the building blocks of the operations side of Denver Public Schools. We stand on our core values Integrity, Accountability, Equity, Collaboration, Fun and of course Students First. There are a lot of opportunities for

anyone looking to work in an innovative, caring, and fast paced, growing entity. Come and check out Team DPS.

About Denver Public Schools:

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

Under the leadership of Superintendent Susana Cordova and guided by the tenets of The Denver Plan, DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.