



Job Title: Welcome Center Supervisor/Exec. Sec.

Exemption Status: Hourly/226 days

Reports to: Chief Innovation Officer

Date Revised: 9-1-2020

Dept./School: Innovation Office

Pay Grade: Professional 1

Primary Purpose:

The primary purpose of this position is to coordinate and implement all aspects of the district's Student Enrollment/Welcome Center and to serve as the Executive Secretary for the Chief Innovation Officer. This position will be responsible for ensuring that student admission, transfers, McKinney Vento laws, board policy, administrative procedures, and preparation and maintenance of district records are administered according to policy and state and federal law. This position will also interface with the operating partners of the district.

Qualifications:

Education/Certification:

High School Diploma/GED required.

Special Knowledge/Skills/Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience working in deadline-driven environments.
- Ability to work well in a team environment, handle multiple assignments and meet deadlines.
- Ability to monitor and meet goals.
- Experience working with or in a public school setting.
- Strong communication skills; ability to write clear, structured, articulate, and persuasive proposals.

Experience:

Minimum of 3 years of experience in an education setting required.

Minimum of 2 years in an executive secretarial role required.

Major Responsibilities and Duties:

Major responsibilities and duties of this position include the following. Employees in this position will perform some or all of the following tasks. Other duties may be assigned.

1. Provide secretarial services for the Chief Innovation Officer.



2. Serve as a liaison between and among parents, district staff, and operating partners.
3. Serve as a liaison between homeless parents and students in the Longview school district.
4. Provide data and reports concerning student enrollment as needed.
5. Ensure compliance with all state and federal laws concerning homeless students.
6. Coordinate and oversee the administration of an orderly enrollment and transfer system for students and families.
7. Assist on matters involving residency, student eligibility, intended residence, and admissions of students.
8. Develop and maintain the attendance zone book and serve as the district liaison between the Gregg County Appraisal District and the City of Longview as related to district attendance zones.
9. Provide appropriate information as needed.
10. Participate in professional development activities to maintain current knowledge of regulations.
11. Maintain confidentiality in the conduct of district business.
12. Occasionally perform work beyond a standard 40-hour work week when work-load requires.
13. Other duties may be assigned as needed.

Supervisory Responsibilities:

Provide appropriate supervision as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; camera; video camera

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____