



Job Description

POSITION TITLE: Project Facilitator I, Admissions #6151
Teachers College of San Joaquin
Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 3

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a Bachelor's degree and/or equivalent experience working in a supervisory or management level capacity.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Experience working in a supervisory role in an educational agency including training other employees and communicating effectively. Experience with student information systems, as well as budget/accounting and financial analysis. Advanced computer skills, including knowledge of software for the business of education.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Ability to supervise, lead, and evaluate staff. Possess leadership skills in planning, setting agendas, and coordinating/conducting meeting/trainings. Ability to operate a computer and knowledge of assigned software. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Knowledge of school finance, accounting procedures; and audit processes. Knowledge of Federal and State laws, California Education Code, and department policies and procedures relative to student services. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

DISTINGUISHING CHARACTERISTICS:

The Project Facilitator series represents management level positions and has two levels.

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of Educational Services and the Division Director/President of Teachers College of San Joaquin, the Admissions Supervisor will monitor and serve as the official and authorized keeper of student records and ensure integrity, accuracy, and security of all academic records of current and former students. In addition, the Admissions Supervisor manages all aspects of admission activities, including student's financial records, financial reports, student information systems, student academic records as well as serve in a leadership role of the Admissions office.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with county office programs/departments, school districts, government agencies, students and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise, train and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, trainings, and /or workshops in order to present materials and information concerning department services, operations and activities.
5. Maintain current knowledge of and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.

7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and deadlines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Monitor all student payment arrangements and financial obligations.
14. Establish controls and audit trails within the student information system to ensure completeness and accuracy of data and reports (e.g. 1098Ts).
15. Instruct and assist staff in the use of student information systems.
16. Performs highly specialized budget/accounting functions.
17. Maintain the student information database system and demonstrate understanding of the application of appropriate database software and technology to maintain records.
18. Compile, write and share statistical data related to student data, e.g. Title II and/or reports for accreditation.
19. Performs all other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff, and the public.

3/28/2018 final sc