



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

---

<b>POSITION TITLE</b>	<b>Student Assignment Specialist</b>
<b>SCHOOL/DEPARTMENT</b>	Operations
<b>SALARY</b>	Salary Grade 63 plus local supplement
<b>FLSA STATUS</b>	Non-exempt
<b>REPORTS TO</b>	Chief Operations Officer
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday – Friday
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The Student Assignment Specialist performs a variety of professional and administrative functions involving public contact and office management duties. Work involves administering student assignments, and interpreting and explaining program policies and procedures. The Student Assignment Specialist is responsible for evaluating and managing data, assessing program goals and objectives, and participating in department functions.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of the fundamentals of public relations work
- Considerable knowledge of the needs of the public, both within OCS and Orange County
- General knowledge of the types of opportunities appropriate for the school system
- Ability to develop standard manuals and procedures for programs

- Ability to use a variety of office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs
- Ability to establish and maintain moderately complex records and files and to prepare reports from such data
- Ability to communicate effectively both orally and in writing
- Ability to exercise independent judgment and initiative in applying standards to a variety of work situations
- Ability to establish and maintain effective working relationships with other employees and the general public

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- Bachelor's Degree from an accredited institution in education administration, business administration, public relations or a related field
- Three (3) to five (5) years of experience or training in public relations or administration
- Any equivalent combination of training and experience that provides the required skills, knowledge and abilities

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### **PREFERRED QUALIFICATIONS:**

- Five (5) or more years dealing specifically with student assignment in a public school system

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assist with the review of applications for student assignment including reassignment, tuition and release to other school systems
2. Assist with issues of student custody and student domiciles
3. Assist with the implementation of redistricting phases including coordination with other departments to send notifications of new school assignment and processing requests in accordance with board policy
4. Coordinate with the technology and operations departments to maintain the school locator database
5. Administer assigned special, recurring or regular projects for attendance lines, student assignment boundaries, and school assignment areas
6. Complete reports as needed
7. Represent Chief Operations Office as needed in meetings or hearings
8. Coordinate with the special services and transportation departments regarding student assignment and transportation of special services students
9. Work closely with Special Education Services regarding student transfer requests involving special needs students

10. Maintain databases, software and tracking tools to monitor new housing, enrollment analytics, school assignment zones and demographic reporting
11. Complete annual student capacity reports and maintain requirements of the Schools Adequate Public Facilities Ordinance (SAPFO)
12. Evaluate CAPS and student generation rates for new development and monitor planned construction planning
13. Coordinate and supervise demographic studies that estimate future enrollment and the impact on school facilities
14. Participate in and contribute to staff development
15. Participate in professional activities such as workshops, conference and community meetings
16. Work with other departmental staff on other projects such as representation of the school system to various organizations, staff meetings, general office reports and general information sharing
17. Perform other duties as assigned by the Chief Operations Office

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*