



JOB DESCRIPTION

Enrollment Coordinator

Organization Summary:

Independence Charter School (ICS) is a community-based K-8 public charter school of academic excellence, centrally located in Philadelphia and serving a diverse community of learners. ICS provides an intellectually-stimulating curriculum with a global focus designed to develop independent, thoughtful global citizens. We emphasize second language acquisition and integrate arts, ideas, and histories from around the world. Independence Charter School fosters equity and excellence in learning by embracing global citizenship, bilingual education, rigorous academics, and creative expression through the arts.

Position Summary:

The Enrollment Coordinator is responsible for supporting the overall management of student enrollment and ensuring Independence Charter School (ICS) is meeting all local, state, and federal regulations. The Coordinator will maintain student data and manage all student data reporting. The Enrollment Coordinator reports to the CEO and engages in frequent collaboration with the Principal, Special Education Coordinator and Director of Technology.

Duties and Responsibilities:

- Enter and maintain student data in student information system; prepare data for extraction and reporting/submission as required by the PA Department of Education, the School District of Philadelphia, etc.
- Create new courses, enroll students and generate report cards. Update internally created object reports to reflect changing information (dates, names, etc.)
- Support staff, parents, and students with accessing and navigating student information system and grade portal
- Coordinate and facilitate completion of annual Parent, Student and Teacher surveys
- Plan out the timeline for the year's application/lottery process with Administration
- Manage enrollment process, including lottery, marketing of ICS to public, and application process
- Review application and enrollment paperwork and make necessary changes as suggested or required by federal, state, and local regulations
- Complete annual onboarding for all new and returning students/families including paperwork assistance, providing information about the school, and other family needs
- Manage clerical process related to updating student documents, including special education students
- Fulfill internal and external student records requests
- Conduct periodic compliance audits of files for students
- Maintain relevant data systems
- Attend trainings as required by ICS, the School District of Philadelphia and the PA Department of Education
- Coordinate open houses and welcome new families to ICS



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- Organize quarterly parent and family engagement activities
- Maintain updated information on school website, including Google calendar
- Support school administration with family communications, news, and announcements
- Update and distribute Family Handbook annually
- Facilitate annual parent board representative election in partnership with CEO and Board
- Maintain volunteer files and provide a current cleared volunteer list for teachers
- Offer consultation and assistance to ICS-West with student information system (student data, state reporting, annual rollover, report cards) and lottery/enrollment process
- Additional duties as assigned

Qualifications:

- Commitment to ICS mission and belief that all students can learn
- Ability to relate to a diverse population of students and parents a must
- Proficiency in computer skills including: student information systems, content management systems, email marketing tools, Google Suite, Microsoft Word and Excel, and ability to learn new programs/software quickly
- Proven experience organizing and prioritizing work
- Ability to handle requests and inquiries and respond within a timely manner
- High attention to detail
- Highest ethical standards
- Demonstrated professionalism and responsibility, and a strong work ethic
- A positive, high-energy attitude, and a drive for personal excellence
- Flexible attitude, ability to work with urgency
- Strong problem solving and strategic thinking skills
- Willingness and desire to participate in unexpected projects
- Ability to work some evening and weekend hours

Education & Experience:

- Bachelor's Degree required
- Three to five years administrative assistant experience preferred
- Experience working in a school a plus

Physical Requirements:

Ability to physically perform the duties and to work in the environmental conditions required such as:

- Functioning in office space - reaching file cabinets, filing, faxing, scanning, coping, typing, mailing, making phone calls
- Must be able to sit for up to two hours looking at a computer monitor, using a keyboard/mouse and typing
- Must be able to lift up to 25lbs on a frequent basis



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How to Apply:

Please submit a resume regarding your relevant qualifications and experience as well as cover letter to jobs@icscharter.com. Please indicate "Enrollment Coordinator" in the subject line.