

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Specialist, Attendance and Enrollment	<b>CLASSIFICATION:</b>	Non-represented Management, Classified
<b>SERIES:</b>	Specialist III	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9712	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Enrollment and Family Services Center	<b>SALARY:</b>	Range 7 Salary Schedule A
<b>REPORTS TO:</b>	Director III, Enrollment and Family Services Center	<b>HR APPROVAL:</b>	2-16-16
		<b>REVISION:</b>	

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**BASIC FUNCTION:**

Plan, organize, control, and coordinate a variety of Enrollment and Family Services Center functions and activities, such as student attendance, enrollment, special education support, and dropout prevention programs.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This potariety**



KNOWLEDGE OF:

Enrollment, attendance and transfer requirements and procedures.  
Special Education programs.