

## **Join Our Team – Enrollment Coordinator**

*“RMSEL scholars will demonstrate pride and ownership as they grow into responsible citizens, who strive for high academic achievement and character excellence. RMSEL staff will equip our students with tools for success in order to make a positive impact on our local and global community. Through our actions, our community will exemplify Expeditionary Learning.”*



## **Enrollment Coordinator**

Are you looking for an exciting opportunity in public education? The Rocky Mountain School of Expeditionary Learning (RMSEL) is looking for a dedicated Enrollment Coordinator to join our staff.

### **Background**

RMSEL is a public, K-12 school of choice, accredited with Distinction by the Colorado Department of Education, serving students in a newly remodeled campus from five Denver-area school districts: Aurora, Cherry Creek, Denver, Douglas County, and Littleton. The school, founded in 1993, is a learning community designed around multidisciplinary, integrated learning expeditions. Expeditionary Learning places emphasis on high academic achievement as well as on character development. We believe that, given the right support and a caring and compassionate learning environment, all students can and want to learn. Our standards-based portfolio assessment system makes explicit the criteria by which success can be measured and documents the accomplishment of high academic and character standards.

### **Primary Responsibilities**

- All aspects of enrollment including online application management, lottery management, online registration
  - Responsible for all software updates, management of lottery applications, running of lottery, answering questions and troubleshooting for prospective families, enrollment packets to new students, manages online registration processes
- Infinite Campus management, including
  - All student and family household information
  - All student scheduling for grades K-12, including section rosters
  - School systems calendar structures
  - Quarter/Semester grades audit and report card generation
  - Locker combinations and assignments for grades 6-12
- Colorado Department of Education annual reports, including
  - Student October Count, used for determining funding
  - Student End of Year
  - March Report Card
  - Student Discipline and Attendance
  - Special Education Discipline
  - Teacher Student Data Link
  - Directory
- Supports Finance Director
  - Collect and record all incoming funds for all fees or activities
  - Assist with various bookkeeping tasks as needed
  - Assist with personnel archives as needed

- Administrative & Operational Support
  - Participate in Admin Team meetings as scheduled
  - Attend and take minutes of all monthly BOCES meetings
  - Prepare all graduation diplomas, passage certificates, ceremony programs, and student recognition certificates
  - Maintain all background clearance checks for volunteers, and bus driver certification status
    - Includes detailed master spreadsheet and limited data Staff View Only spreadsheet
    - Manage processes required for bus driver clearance, including online testing software and DMV reports
  - Update information on RMSEL website as needed
  - Cover front office in secretary's absence

Various other duties as required.

This position requires great attention to detail, the ability to multi-task with frequent interruptions and still produce high quality work, flexibility, ability to work effectively and efficiently while under high pressure or volume of workload demands, and an attitude of being a team player. Previous school office experience and proficiency in Infinite Campus is preferred.

#### **Benefits**

- Salary range \$38,744 - \$51,017
- Work schedule of 215 days per year
- Medical, Dental, and Life Insurance after 90 days of employment
- A leadership team that values teachers, staff, and students
- A community that values their work, while having fun doing it!
- A supportive and invested community of staff, students, and parents

#### **Apply**

Interested candidates should email a letter of interest, resume, and 3 professional references directly to RMSEL via: [jobs@rmsel.org](mailto:jobs@rmsel.org)

**Please, no phone calls.**

**Deadline** for application is ongoing for this position.