



## STUDENT RECORDS & PLACEMENT TESTING COORDINATOR JOB DESCRIPTION

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| <b>TITLE:</b>          | <b>STUDENT RECORDS &amp; PLACEMENT TESTING COORDINATOR (PK-12)</b>   |
| <b>QUALIFICATIONS:</b> | High School Diploma required; undergraduate degree preferred.<br>Possess at least 3 years of office experience, preferably in the educational setting.   |
| <b>REPORTS TO:</b>     | Director of Enrollment Services  |
| <b>JOB GOAL:</b>       | Carry out the mission of the school by remaining responsible for all activities regarding student records, electronically and physically. This role supports daily activities of the Enrollment Services Center, including but not limited to: customer service to prospective and current parents/guardians, students, and school staff; scheduling and facilitating prospective student placement testing and family interviews; filing and other clerical tasks, as needed. |

### PERFORMANCE RESPONSIBILITIES:

- Assume a share of supervisory responsibilities expected of all school staff members.
- Provide phone support during established business hours.
- Proficiency in Microsoft Word programs, to include Excel Spreadsheet.
- Attend all prospective student enrollment events (ie. Open House, Future Student Friday, Welcome Wednesday).
- Fulfill records and transcript requests in a timely manner.
- Provide support to the School Counselor as it pertains to student records and state standardized testing.
- Process prospective student applications once reviewed by the Director of Enrollment Services.
- Serve as a parent liaison during the application process:
  - Obtain required documents and records for prospective student enrollment.
  - Schedule and proctor prospective student placement testing.
  - Schedule family interviews with the heads of schools.
- Maintain management of school and student records and the coordination of the file room.
- Troubleshoot issues and update FACTS Management (student information system), as needed.
- Possess effective interpersonal skills and administrative skills; be a problem solver and be able to think outside the box.
- Work with others in the school community to support each student's emotional well-being.
- Utilize effective and professional oral and written communication skills.
- Performs all other duties as assigned by the Director of Enrollment or the Head of School.