

JOB POSTING
REGIONAL – OFFICE OF ENROLLMENT
Job Title: Manager, Admissions and Enrollment Processes
Salary Range:
\$65,085 (New Hire Rate)
\$70,187 - \$91,075

The New York City Department of Education is the largest school system in the nation, with nearly 1.1 million students, 80,000 teachers, and an annual budget of over \$14 billion. Led by Schools' Chancellor Joel I. Klein, the Department of Education is committed to creating a system of 1,400 great schools. From its inception in 2003, the Children First agenda for New York's schools has driven the Department of Education's work in adopting uniform, rigorous curricula for all schools; starting new, small schools to increase educational options for students; and transforming the structure and culture of the Department of Education to encourage educational excellence.

The Office of Student Enrollment Planning and Operations (OSEPO) was created as part of the Children First reform to be a strategic, data driven organization that defines, connects and facilitates student placement, enrollment, zoning and choice on a citywide basis encompassing all grade levels. Among OSEPO's responsibilities are to:

- Create equitable enrollment processes that consider the number, academic levels and special needs of students admitted to all schools.
- Directly manage the annual High School Admissions and NCLB Public School Choice processes.
- Create materials that help students and parents make decisions about schools and programs.

Duties and Responsibilities

Reporting to the Chief Operating Officer (COO) of OSEPO, the Manager will be responsible for policy planning, organization development and managing projects related to elementary, middle and high school student admissions and enrollment.

- Works with central/local (regional) leadership in the development of policies and procedures relative to the assignment of elementary/middle school students, and enrollment plans for elementary/middle schools.
- Administers regional elementary and middle school choice processes including application and directory production and design, open house and fair scheduling and placement facilitation.
- Working with the Regional Gifted and Talented Coordinator, facilitates the successful enrollment of students into regional G&T programs.
- Monitors elementary and middle school enrollment and ensures compliance with policies and procedures.
- Provides technical assistance in the preparation of elementary and middle school enrollment proposals and plans, including changes in school zones.
- Supports high school admissions and K-12 placement efforts as required by the COO.
- Represents OSEPO at community, borough, regional and empowerment school and parent meetings.
- Develops informational materials for parents, students and school and regional staff.

Qualification Requirements

1. A master's degree plus 3 years of full-time progressively responsible professional experience in education administration, planning or a related field that includes at least 18 months in a managerial capacity; or
2. A baccalaureate degree plus 4 years of full-time progressively responsible professional experience, as described in "1"; or
3. Six years of full-time progressively responsible professional experience, as described in "1"; or
4. A satisfactory equivalent combination of education and experience that includes the managerial experience.

The following qualifications are also preferred for the position:

- Superior analytic skills and experience in data-driven decision-making.
- Project management and process improvement skills.
- Strong writing and communication skills and the ability to work well with others.
- Ability to work in a fast-paced environment.
- Knowledge of the NYC public school system.
- Some evening and/or weekend work required.

Application

Please send cover letter and resume by e-mail only, no later than **December 29, 2006**, to:

Enrollment@schools.nyc.gov

(In the email subject line, please put "Manager, Admissions and Enrollment Processes". In your cover letter please indicate the boroughs in which you are willing to work.)

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizenship status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at www.nyc.gov/schools/o eo. Please Post