

Vacancy Posting Notice

Job Title: Registrar, Enrollment and Project Specialist (Part Time) **Program Name:** JEDI Consortium

Location: CESA 2 Innovation Center Suite 219

Whitewater, WI 53190

Program Director: Leslie Steinhaus

Start Date: August 1, 2017

School Year Total FTE:

Per week—Part time position-

Year Round Total FTE: 0.66

Starting Wage: \$ 18-20 per hour, 28 hours per week- 48 weeks

Brief Job Description:

1. Coordinate Open Enrollment with Student Services Coordinators and chartering district personnel
2. Input Skyward information as requested by chartering district
3. Monitor truancy by tracking student absences, mailing to students and resident district
4. Oversee the management and update of social media
5. Track course extensions and student withdrawals to maintain student profile data
6. Monitor and assist the counselor with the annual standardized testing dates, arrange testing sites and notifying students of site location for testing and other DPI required
7. Assist student services coordinators and business manager, as needed
8. Monitor and update the Roster for curriculum/course and teacher information for accuracy and distribution to consortium member districts
9. Participate in team/staff meetings, goal attainment and implementation of strategic planning priorities
10. Collect data on incoming students to complete a profile for appropriate student placement in courses and other student needs
11. Assist with scheduling special education meetings and maintenance of special education paperwork
12. Assist with the teacher employment paperwork required by CESA 2 and JEDI HR

Education/Experience: Prefer a teaching degree or equivalent responsibilities in education.

Skills Required: Must have:

1. Experience with Microsoft Office, Windows, Excel, Power Point, Website, Google Suite.
2. Comfortable with student management systems.
3. Excellent communication skills-- writing, listening and people skills
4. Customer service orientation and mindset
5. Ability to manage multiple tasks, prioritize, organized and work with a highly motivated team of professionals.
6. Confidentiality mindset

How to apply: Send Resume to: Leslie Steinhaus—lmsjedi@cesa2.org

Application Deadline: July 10, 2017

Advertised: JEDI website and distribution to staff

Approved: Leslie Steinhaus, JEDI Director

Date: June 26, 2017

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