



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Coordinator, Student Transfers

Reports to: Asst Supt, School & District Accountability
Department: Accountability
Compensation: PT 6
Number of Days: 12 Months
Overtime Status: Exempt
Date Job Revised: January 14, 2008
Position Summary: Responsible for the management and supervision of the district's student transfer processes and procedures.

Qualifications/Job Requirements:

Education:

- Master's Degree

Specialized Knowledge, Licenses, etc:

- Oklahoma Administrator's Certification

Experience:

- Minimum of ten years of relevant public education experience

Specific Training/Skills:

- Leadership skills
- Effective communication skills
- Good computer skills (WORD, EXCEL, MAIL MERGE, ACCESS)

Customer Contacts (Internal and External):

- Principals, faculty, staff
- Parents/Students
- ESC personnel

Duties and Responsibilities:

- Supervise daily operations of the student transfer process, both in-district and out-of-district
- Assist the Director of Accountability in evaluating the staff
- Answer questions regarding Home Schooling
- Work with the Attendance Coordinator in dealing with attendance problems
- Prepare numerical data and reports requested by appropriate staff
- Prepare information on school to school transfers for public distribution
- Prepare and file all State Reports regarding OPEN and EMERGENCY County Transfers
- Maintain SPACE AVAILABLE for the district
- Prepare and print all documents relating to student transfers
- Prepare and supervise the work on BOUNDARY CONTROL to correct illegal enrollments
- Order text files with which to prepare and print letters of acceptance or denial to parents
- Facilitate understanding and proper administration of transfer policies with schools and patrons
- Review all applications for student transfers to ensure that they conform to District policies and regulations
- Develop timetable for the student transfer application process
- Provide information and referral services to students and parents seeking alternative education programs and services
- Perform other tasks as assigned by the Director of Accountability