Office of School Design Options

COORDINATOR, STRATEGIC ENROLLMENT
41G (School Support Administrator, 0515)
(Two Positions)

The Coordinator, Strategic Enrollment serves as an administrator for the LAUSD School Design Options Office coordinating strategic enrollment initiatives and reports to the Senior Executive Director, Strategy and Innovation in collaboration with the Director, Pupil Services. To address declining enrollment and increase equity and access in L.A. Unified schools, School Design Options and Pupil Services are seeking a coordinator to lead a strategic, District-wide initiative to help families navigate enrollment. The coordinator works collaboratively with the local district administrators and personnel in supporting the needs of all students; coordinates and directs the activities and services of six pupil services and attendance (PSA) counselors; coordinates with the School Design Options’ Strategic Enrollment and Unified Enrollment teams; participates with other District personnel, public and private community agencies, and organizations to meet the welfare and attendance needs of students.

Primary Duties/Responsibilities:

- Facilitates the development, implementation, monitoring, and evaluation of the Strategic Enrollment Initiative rollout in coordination with the School Design Options team, Student Services Branch, PSAs, parents, the community, communities of schools, and local districts.
- Plans trainings and trains administrators and other District staff regarding the Strategic Enrollment Initiative, enrollment data, outreach, case management, attendance, dropout prevention and recovery, policies, procedures, acceptance, decline, and waitlists; requirements of various school choice programs; and federal and state regulations pertaining to enrollment.
- Participates in school site, community of schools, and local district visits to review the implementation of the Strategic Enrollment Initiative.
- In coordination with School Design Options’ Strategic Enrollment team, regularly reviews and assesses data and trends related to student enrollment by program, school, community of schools, and local district.
- Collects student outcome data that will be utilized in providing program outcome measures.
- Assists in the development of initiatives, policy and procedure bulletins, and efforts related to data analysis, recruitment, outreach, case management, attendance improvement, creation of safe and welcoming school environments, and parent engagement.
- Prepares reports and surveys, as well as various documents and metrics, in coordination with the Office of School Design Options and the Division of Student Health and Human Services.
- Regularly liaises with school sites, communities of schools, and local districts to establish relationships, assist with outreach, and promote enrollment in L.A. Unified educational programs.
- Facilitates collaborative partnerships to increase awareness, engagement, communication, and recognition of all L.A. Unified schools toward the goal of helping families enroll.
- Develops and collaborates with community partnerships and parent connections and utilizes educational pathways to engage students.
- Ensures protection of educational and due process rights for students including, but not limited to, students in foster care, students who are experiencing homelessness, pregnant and parenting teens, probation youth, camp returnees, students referred for expulsion, students who have been expelled, and other students at-risk for school failure and dropout.
- Maintains documentation of services; adheres to all legal mandates regarding limitations of confidentiality.
- Performs related duties as assigned.
Salary: 41G, (School Support Administrator, 0515) – A Basis ($109,328 – $136,376) – 261 paid days

NOTE: Continuation of these positions beyond June 30, 2022 is subject to funding.

- In the case of an annualized employee who is changing basis during the year, this change may result in an annualized “settlement” (i.e., the process by which the District resolves an under or overpayment).
- For employees who change basis during the school year, this basis change may prevent them from earning a full year of service credit.
- Selected individual may be subject to displacement due to norm allocation and seniority-based RIF provisions or due to budget limitations.
- This position is deemed certificated under Education Code Section 44065, but may not qualify for "creditable service" under Education Code Section 22119.5 for CalSTRS benefits. However, if the candidate chosen for the position is already a CalSTRS member, he/she can fill out an election form to remain in CalSTRS and thereby obtain CalSTRS credit for this service.

Minimum Qualifications:

- Permanent certificated employee of the Los Angeles Unified School District
- At least eight (8) years of successful, full-time public school service in a certificated position(s), with no fewer than two (2) years of which must have been in a leadership position(s) (e.g., coordinator, instructional coach, dean)
- At least three (3) years of successful, full-time public school service in a non-classroom position(s) with assigned responsibilities directly related to pupil attendance services, student counseling, student discipline, or educational options
- A valid California Administrative Services Credential
- An earned master’s degree or advanced degree of at least equivalent standard conferred by a regionally-accredited college or university
- Completion of required Multicultural Education and Master Plan coursework*
- Verification of COVID-19 vaccination

*Applicants have one year to complete this requirement.

NOTE: All minimum requirements must be met on or before the filing deadline. It is the applicant’s responsibility to ensure that appropriate documentation is on file with Human Resources. For additional information, please email Aida Rodriguez at aida.rodriguez@lausd.net.

Employees who have been issued a below standard Performance Evaluation, or Notice of Unsatisfactory Act(s) and/or Suspension shall be ineligible for application to any promotion process for one calendar year following the issuance of such a Notice.

Desirable Experience/Qualifications:

- A valid California Pupil Personnel Services (PPS) Credential with an authorization in K-12 Child Welfare and Attendance (CWA)
- An earned master’s degree in social work, counseling, psychology, or a related field
- Knowledge and expertise of LAUSD enrollment procedures; school choice programs; Unified Enrollment timelines, application, and selection processes; permit processes and Open Enrollment
- Knowledge of District policies and procedures, goals, objectives, organizational structure, and functions
- Knowledge of and experience working with and understanding the needs of high-risk student populations and communities
- Experience advocating for the educational rights of targeted at-risk students including, but not limited to, foster care students, students experiencing homelessness, pregnant and parenting teens, probation youth, camp returnees, and other at-risk students
- Strong written and oral communication skills, including public speaking skills and experience providing formal, public presentations to stakeholders
- Expertise in utilizing Student Information Systems (e.g., MyData and MiSiS) and other computer software applications including Microsoft Word, Excel, and PowerPoint
- Demonstrated experience analyzing and sharing multiple student outcome measures and program service data to identify best practices or gaps in service delivery
- Experience in planning and implementing differentiated professional development
- Experience in planning, organizing, establishing priorities, and managing time with minimal supervision
- Experience supervising and evaluating staff
- Demonstrated successful experience leading collaborative efforts and multi-disciplinary teams (including, but not limited to, administrators, staff, parents, students, and community partners) to improve student outcomes

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.
LOS ANGELES UNIFIED SCHOOL DISTRICT
All Youth Achieving

- Demonstrated knowledge of the California Codes (Education, Welfare and Institutions, Labor, Penal, etc.) as they relate to the welfare of students and to the practices and procedures of pupil personnel services
- Demonstrated knowledge of laws and policies that ensure the protection of the educational rights of special student populations
- Understanding of the instructional needs of English learners, Standard English learners, students with disabilities, students identified as gifted and talented, socioeconomically-disadvantaged students, and students of various languages and cultures
- A valid California driver license and the use of an automobile and the ability to travel throughout the District

Application Procedure:
To be considered for this position, qualified applicants must submit the following applications materials as email attachments:
1. Letter of intent that describes qualifications for this position and successful experience in the following areas:
   - Providing child welfare and attendance services in a school setting
   - Planning and implementing training and differentiated professional development
   - Implementing strategies designed to improve child welfare and attendance programs or services.
2. Current résumé (include employee number, if an LAUSD employee)
3. List of three references that includes the current and next most recent supervisors with their contact information. References will be verified for all applicants who are finalists for the positions.

Applicants are advised that meeting the stated minimum requirements does not ensure an invitation to an interview. For applicants invited to the next step of the selection process, please note that initial interviews may be facilitated via a virtual platform.

Application materials must be emailed to the Office of School Design Options to Karla Orantes at karla.orantes@lausd.net. Include the following in the email subject line: “Coordinator, Strategic Enrollment; Applicant Name”. Please do not send hard copies of the application materials.

DEADLINE: FEBRUARY 24, 2022 – 5:00 p.m.

All application materials must be received by the filing deadline. MATERIALS SENT BY FAX, SCHOOL MAIL, OR U.S. MAIL WILL NOT BE ACCEPTED.