

(REVISED 9-15-05)
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5-12-10
1-18-11

JOB DESCRIPTION

TITLE CHOICE AND OUT-OF-ZONE MANAGER

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Associate's degree in Business Administration or other related discipline; or one to two years related experience and/or training or equivalent combination of education training and experience which provides the required knowledge, skills and abilities for this position. Advanced computer skills including skills in setting up and maintaining spread sheets and data bases required.
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedures manuals. Ability to effectively present information and respond to questions from administrators, and the general public.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance,

prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Director, Student Relations

GENERAL RESPONSIBILITIES

1. Maintains and manages online system for choice and out-of-zone applications.
2. Processes all choice and out-of-zone applications.
3. Collects data for the rezoning team.
4. Maintains TERMS GeoBase Address file.
5. Supervises Attendance Assistants and Data Entry Clerk in areas of choice and out-of-zone activity.

SPECIFIC RESPONSIBILITIES

1. Plans and implements the logistical aspects of the out-of-zone and school choice programs.
2. Collects data regarding projections, FISH capacities, rezoning, etc. for use in determination of space availability.
3. Coordinates with Director, Student Relations and Director, FTE/Survey/Allocations regarding space availability in schools.
4. Processes requests, requests supportive data from parents, and responds to parent requests for out-of-zone and choice attendance in a timely manner.
5. Responds to phone calls and online application requests regarding the out-of-zone and choice application process and rezoning process.
6. Assists Parents and schools with Title I Choice information.
7. Maintains Access data base for all out-of-zone and choice.
8. Codes all out-of-zone and choice applications in TERMS.
9. Maintains list of out of district students. Prepares and provides list of students for tuition billing purposes to the Business Office.

10. Serves as member of the rezoning team.
11. Supervises and collaborates with the Attendance Specialists on choice and out-of-zone issues.
12. Supervises Data Entry Clerk activity relating to choice and out-of-zone issues.
13. Coordinates with schools the dates and times for parent meetings regarding rezoning.
14. Prepares letters to parents regarding rezoning meetings, coordinates translation of letters and distribution to schools.
15. Assists in the preparation of Board presentations regarding rezoning.
16. Coordinates updates to the school attendance boundary maps with the Technology department.
17. Coordinates rezoning and school attendance boundary presentation maps with consultants.
18. Coordinates rezoning with and provides reports for various departments. (i.e. FTE, Transportation, Facilities, Student Services, Title I Choice, ESE McKay)
19. Works with the Collier County Addressing Department and writes the legal descriptions for each new school zone and revises existing legal descriptions of schools affected.
20. Maintains Geobase file in TERMS
21. Performs such other duties as assigned.