



## **Job Title – Enrollment Specialist**

## **Reports to – School Director and Regional Outreach Coordinator**

### **Organization Overview**

At Colorado Skies Academy, we have built a model based on what we believe to be the best of all that is out there. We believe passionately in project-based learning not because it's a fad but because it goes to the heart of how kids learn.

Learners and facilitators, at Colorado Skies Academy (CSA) are authentically engaged and committed to the work of learning through the lens of aerospace and aviation. This focus serves to prepare learners for advanced education and careers in aerospace industries by providing a combination of high-quality STEAM education (Science, Technology, Engineering, Arts and Mathematics) through Project Based Learning methodology. Aerospace-focused education is infused within each academic content area and becomes a natural component to much of what learners do.

We value and encourage leadership not just as a part of a career track but by instilling in each learner the confidence and character that inspire others.

Finally, we value the social and emotional development of our learners. We believe there is an implicit, as well as an explicit, curriculum to teach. Our goal is nothing short of learning to change the world.

### **Position Overview**

Reporting to the School Director, the Enrollment Specialist is responsible for collaborating with the Regional Outreach Coordinator and School Director in communications with Stakeholders and in creating and evaluating school enrollment systems to support the growth of Colorado Skies Academy.

Enrollment Specialist's regular hours are Monday through Friday 8am-5pm and on additional days and times as needed to participate in Colorado Skies functions and career learning opportunities.

### **Duties and responsibilities**

- Assist with the student enrollment process working closely with the Regional Outreach Coordinator;
- Coordinate and facilitate parent information meetings and events to enroll students;
- Facilitates stakeholder communications throughout the enrollment process serving as a point of contact for students, prospective students, parents, district administrative personnel and reporting agencies;
- Ensures state compliance guidelines are met for incoming enrollments;
- Implements school-specific enrollment forms and student files to conform to states laws and school preferences;
- Establishes, manages and ensures secure access to student records;
- Prepares student files;
- Creates labels and initial checklists for all entering students;
- Provides internal reviews and edits of work completed by parents during the enrollment process;



- Assists Regional Outreach Coordinator with the development of school enrollment policies, procedures, and special enrollment compliance projects.

### **Other Responsibilities**

- Provide ongoing support and actively collaborate with all Colorado Skies Academy's leaders and employees to ensure that the mission, vision, values and philosophy of Colorado Skies Academy School is clearly understood and carried out.
- Represent Colorado Skies Academy in a positive and professional manner in all of interactions and communications.
- Follow and actively participate in development of all Colorado Skies Academy guidelines, policies and procedures.
- Maintain professional competence through participation in professional development activities provided by Colorado Skies Academy and self-selected professional growth activities.
- Perform other responsibilities as defined by the Colorado Skies Academy Site Director and Board.

### **Required Qualifications**

- High School Diploma
- Three (3) years of professional experience OR Equivalent combination of education and experience.
- Great organizational and time management skills
- Experience using search engines (internet) for research projects
- Experience using a student information system and/or other types of database
- Strong written and verbal communication skills
- Proficiency in MS Excel, MSWord, Google and Outlook
- Ability to pass a required background check
- Very high level of personal and professional integrity and trustworthiness.
- Thrive in a collaborative, team based and fast-paced environment.
- Be passionate and supportive of mission and vision as well as have a strong desire to make a difference for the future of Colorado Skies Academy.
- Willingness to travel both locally and throughout the country.

### **Preferred Qualifications**

- Bachelor's Degree
- Managerial and/or training experience

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**Colorado Skies Academy is an Equal Opportunity Employer and is committed to fostering diversity within its staff.**

*Colorado Skies Academy promotes equal opportunity for all employees and applicants. In doing so, we comply with local, state, and federal laws and regulations to ensure an equal employment opportunity for everyone. We don't discriminate in employment opportunities or practices on the basis of race, ancestry, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, citizenship, military service*



*obligation, veteran status or any other basis protected by federal, state or local laws. Our policies and personnel practices are intended to ensure that all of us are treated equally with regard to recruiting, hiring, and advancement, and our decisions on employment are made to further the principle of equal employment opportunities for employees.*