

JOB TITLE: Enrollment Coordinator

LOCATION: Urban Pathways K-5 College Charter School – Pittsburgh, PA

REPORTS TO: Chief of Staff

EMPLOYMENT TYPE: Full-Time, 12-Month

DEPARTMENT: Non-Teaching Staff

FLSA STATUS: Exempt

OUR MISSION

To develop scholars and educators through targeted learning opportunities and evidence-based best practices.

OUR VISION

To holistically educate every scholar through creative and innovative culturally relevant instruction while fostering and engaging a diverse community.

POSITION OVERVIEW

The Enrollment Coordinator serves as a vital ambassador of Urban Pathways K-5 College Charter School, ensuring every prospective and returning family experiences a seamless, transparent, and welcoming enrollment process. This role requires precision, empathy, and a strong sense of mission alignment. The Enrollment Coordinator manages all phases of student enrollment from first contact through registration while maintaining accurate data, fostering community trust, and advancing the school's enrollment and retention goals. This position blends data management with relationship building. The ideal candidate possesses both a customer-service mindset and an operations-driven work ethic, understanding that enrollment is the first step in shaping a scholar's educational journey and family partnership with Urban Pathways.

CORE RESPONSIBILITIES

Application, Lottery, and Admissions

- Manage the application process, ensuring timely communication and accurate documentation.
- Coordinate the school's annual enrollment lottery and maintain accurate waitlist records.
- Notify families of acceptance or waitlist status in accordance with school policies.

Enrollment and Records Management

- Collect and maintain accurate student data in the Student Information System (PowerSchool).
- Track enrollment trends, transfers, and withdrawals, and prepare regular reports for school leadership and the Chief Executive Officer.
- Ensure all documentation meets PDE and FERPA requirements.

Family Engagement and Communication

- Serve as the first point of contact for prospective families, offering guidance and support throughout the process.
- Conduct school tours, open houses, and outreach events to promote Urban Pathways.
- Coordinate translation or interpretation services for families as needed.

Collaboration and Coordination

- Work closely with Operations, Student Services, and Academic teams to ensure smooth onboarding for new students.
- Share regular enrollment updates to inform staffing, scheduling, and budget projections.

Compliance and Continuous Improvement

- Review and refine enrollment procedures to ensure accuracy and efficiency.
- Safeguard all student and family information in compliance with FERPA.
- Support school leadership in meeting enrollment targets and audit requirements.

QUALIFICATIONS & COMPETENCIES

- Bachelor's degree preferred; experience in admissions, registration, or related school operations strongly desired.
- Skilled in Microsoft Office, Google Workspace, and Student Information Systems (PowerSchool preferred).
- Strong organizational and communication skills with a focus on customer service.
- Ability to manage multiple tasks, meet deadlines, and work independently.
- Dependable, adaptable, and committed to maintaining confidentiality.

SALARY & BENEFITS

- Competitive salary commensurate with experience
- Comprehensive medical, dental, and vision coverage
- Enrollment in the Pennsylvania Public School Employees' Retirement System (PSERS) or 403(b) Retirement Plan
- Ongoing professional development and coaching aligned to school priorities

PHYSICAL REQUIREMENTS

- Must be able to sit, stand, and walk for extended periods
- Must be able to lift, carry, push, or pull up to 25 pounds occasionally
- Must be able to hear, see, and communicate clearly in English

WORKDAYS & SHIFTS

Monday through Friday during regular school hours and other designated workdays. This position is hybrid, requiring a combination of on-site and remote work as determined in coordination with the Chief of Staff to meet the operational needs of the school.

SUCCESS FACTORS/JOB COMPETENCIES

- Strong written and verbal communication
- Attention to detail and organization
- Team collaboration and relationship-building
- Professional integrity and sound judgment

- Commitment to the mission and values of Urban Pathways K-5 College Charter School

EQUAL OPPORTUNITY EMPLOYER

Urban Pathways K-5 College Charter School is an equal opportunity employer. We are committed to building a diverse team and encourage applications from all qualified individuals, regardless of race, religion, national origin, gender identity, sexual orientation, or ability.

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read and understand the duties and expectations of the Enrollment Coordinator position. A signed copy of this job description will be placed in my personnel file.

Employee Signature: _____ Date: _____

Print Name: _____

Manager Signature: _____ Date: _____

Print Name: _____