



## **JOB DESCRIPTION**

Salary Grade: 4 CUPE 1328
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**Job Title:**  
**Admissions Clerk**

### **PRIMARY FUNCTION**

The primary function of this job is to process school admission applications from Non-Catholic and Non-Metro residents.

### **MAIN RESPONSIBILITIES**

1. Process TCDSB School Admission applications/requests from Non-Catholic students, by:
  - responding to phone and/or in-person enquiries for admission
  - quoting Admissions Policy, i.e. one parent must be Catholic, proof of Catholicity, proof of eligibility to support Separate School (leases) etc.
  - meeting with parent/s and receiving the necessary documents (proof of home ownership or rental lease showing Catholic parent as tenant; birth certificate; proof of Catholicity, etc.)
  - providing parent with letter of approval for school admission and having them sign form that gives approval for student to participate in appropriate religious education program (non-Catholic application)
  - referring parent to Assessment or having them complete a separate school support lease
  - ensuring the Catholicity documentation is consistent with the 'See of Rome' by contacting the Chancery Office or checking in the 'Archdiocese of Toronto' booklet
  - completing a memo form (name, religion, address, and brief on interview) to document the enquiry (maintaining an on-going record)
  - filing copies of the documentation and mailing copies to school, Assessment and Field Office

- processing siblings of original student by ensuring address is the same, receiving application form from school and mailing approval letter to parent, copies to school, Assessment and Field Office.
2. Processes TCDSB School Admission Applications/requests from Non-Metro residents, by:
- responding to telephone enquiries from Non-Metro residents by informing them of their lack of eligibility (except for Durham Region residents and other special cases)
  - meeting with applicants and obtaining the necessary documentation, i.e. proof of change of address (to Metro), proof of sale or rental agreement; proof of purchase of house; driver's license, etc.
  - forwarding file of information to Program Coordinator, Admissions and Placement for computer entry of address change
  - receiving tuition fees from Non-Metro students who are residents of regions that no longer transfer fees to the TCDSB (e.g. York, Dufferin Peel)
  - composing and typing correspondence relating to non-metro students to parents
  - receiving the "Application to continue enrolment and agreement to pay fees" and reviewing for completeness, photocopying the tuition cheque, write the amount on the form, and in cases of partial payment also write amount due on form
  - logging the data in a binder (name, cheque, date, etc.) and sending receipt to parent and a copy to school
  - sending actual cheque to Grants (they do invoicing in cases of partial payment)
  - computer maintenance and manual upkeeping of non-resident files to ensure accurate processing
3. Performs a variety of clerical duties for Admissions and Placement department by:
- responding to a variety of telephone calls (e.g. fees, guardianship, procedures and policies, etc.)
  - maintaining a record of all NSF cheques, following up with schools to ensure that the student is still registered, and if so requesting payment of fees
  - receiving computer printouts of non-metro students, checking codes to extract names of students who have not fully paid tuition fees cross-checking previous lists to identify repeat names, checking department files to verify records and payment made, contacting Grants to check for recent tuition payments, preparing a list of non-metro students whose tuitions are outstanding, with school name and outstanding amount, forwarding to Program Co-ordinator for Director of Education
  - receiving lists from Boards of Education authorizing transfer of fees, making changes on lists and notifying schools
  - reviewing lists of student fees code changes and referring to Program Coordinator for authorization
  - processing requests for information and verification of information

- assisting in the data entry of mass Grade Eight applications for Grade Nine (December and January)

4. Performs other duties as assigned or required.

### **SKILL**

- Grade 12 education or equivalent. Preferably working towards a Community College Diploma in an appropriate discipline. Word processing ability
- 1-2 years related experience

### **EFFORT**

- Complexity of the job is in conducting in-person admission application interviews; in providing TCDSB Admission and Placement Policies and Procedures information; maintaining up-to-date and accurate student admission files and non-metro reports
- 70% physical effort in reviewing applications, filing, answering phones, completing forms, data entry and work processing

### **RESPONSIBILITY**

- Accountable for efficiently and accurately processing Non-Catholic and non-resident admissions applications. Decision making in the scheduling of the daily workload. Accountable for following up on situations to identify the current status on outstanding student tuitions.
- Errors when responding to telephone enquiries would inconvenience parents. Errors in processing of admissions applications would/could delay admittance to school. Errors in identifying and following up on outstanding tuitions could result in loss of funds to TCDSB.
- Telephone and in-person contacts with parents and students, contacts with TCDSB departments, schools, and other school boards, trustees, agencies Director's Office, lawyers, etc.

### **WORKING CONDITIONS**

- Open concept office environment
- Stress from dealing with irate callers, applicants who are not eligible to join TCDSB schools
- Constant interruption of work schedule as a result of phone calls and walk-ins.