



Job Title: Student Registrar
Job Family: School Based Support
Pay Program: Classified
Job Code:
Typical Work Year: 12 Months

SUMMARY: Responsible for providing support to the district by maintaining, monitoring, and managing an accurate student database and student records/file; providing customer service. Responsible for the administration, coordination and communication of the student registration process.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions
1) The Registrar will be the front entrance greeter of the Administration Office. May answer phones, take and deliver messages, greet and direct visitors, respond to requests for information and schedule appointments. Accept, sign for, open and distribute incoming mail and packages. Prepare outgoing mail and send and receive district faxes.
2) Will answer questions and direct patrons and students to the appropriate areas in the school district.
3) Will meet with new families to complete the registration and enrollment process.
4) Will communicate with all building secretaries in the district pertaining to all enrollment and all withdrawal issues. Review all enrollment changes made by building secretaries when complete.
5) Maintain, monitor and manage an accurate student database according to federal and state laws, and district policies and procedures. Add new students, withdraw students, and update personal information - (parent/guardian, address, phone numbers, emergency contacts, etc.) Communication with each building in the district with all aspects of student enrollment. This includes the tracking and communication with parents and staff regarding open enrollment, special education, and competent private instruction. Will be involved with Students Reporting, Verification of open enrollment for Certified Enrollment in October each year.
6) Retrieve, compile, download and provide data for reports, both internal and external, such as, but not limited to, student funding, enrollment counts, testing, October Count, etc.
7) Coordinate the student enrollment process by obtaining required paperwork, such as out of district records, birth certificates, health records, etc., explaining school/district policies and procedures. Mail student records as requested, purge files appropriately.
8) Coordinate, oversee, and provide over all support for district's registration process. Organizing all registration materials by compiling and verifying data. Preparing and distributing all registration materials and items required for the online registration process.
9) Communication with parents interested in open enrollment and providing essential paperwork to proceed. Work with families and administrators when necessary. Notify buildings of these enrollments and enrollment changes for correct data in Infinite Campus.
10) Communication with open enrollment contacts in other school districts, open enrollment in and out. Sending and receiving of open enrollment applications. Tracking of open enrollment within spreadsheets and in Infinite Campus. Also sending out open enrollment billing and verifying incoming open enrollment bills. Follow the same process for Supplementary Weighting.
11) Communication with special education director and special education staff for the tracking of special education students, students being staffed in and staffed out, and enrollment status changes in Infinite Campus. Tracking all aspects of students. Prepare and send Tuition IN bills and verify Tuition OUT billing. Also, the sending and receiving of all inter-agency agreements.
12) Communication with competent private instruction families, providing essential forms to families in the fall, track the type of CPI, dual enrollments, testing, etc. Communication with the administrators as needed.
13) Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of 3 years of computer and general office experience.

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid Certification preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Time Management, organizational and prioritization skills.
- Knowledge of District and school policies and procedures preferred.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of typical office equipment, such as telephones, copier, fax machine, e-mail, 10-key, etc.
- Operating knowledge of district student information system.
- Operating knowledge of e-mail & communication management systems.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title
Reports to:	Superintendent

Direct reports:	Position Title
	This job has no direct supervisory responsibilities

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X

Use hands to finger, handle or feed				X
Reach with hands & arms			X	
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Functions:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate			X	
Instruct		X		
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands:	Required:
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X

Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

1/27/2020