

District Registrar

Purpose Statement

The job of District Registrar is done for the purpose/s of registering of students (kindergarten through grade 12) and maintaining computerized student records and files; providing student information to authorized parties in compliance with established policies; providing general clerical support, information and/or direction as assigned; serving as the district liaison in the registration and transfer of students and in the preparation and maintenance of records. Employees are required to exercise extreme tact in working with confidential information.

This job reports to Superintendent

Essential Functions

- Assists in following up with parents/guardians regarding incomplete registrations for the purpose of ensuring student records are accurate and legally compliant.
- Informs appropriate personnel of student enrolment, transfer, and withdrawal of students for the purpose of ensuring schools have accurate and timely status of students.
- Maintains a variety of manual and electronic documents, files, and records (e.g. student registration, enrollments and transfers for kindergarten through grade 12, student data, requested reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Performs enrollment, transfer, and withdrawal activities for the purpose of complying with established requirements.
- Processes a variety of documents and materials (e.g. lease/purchase order of residence, birth certificate, immunization records, etc.) for the purpose of providing required information for legal compliance.
- Responds to a high volume of questions, via calls and walk-in traffic, from a variety of internal and external sources (e.g. staff, other educational institutions, the public, parents and/or students, etc.) for the purpose of providing information and/or direction or referring to appropriate personnel.
- Serves as a lead worker in the student registration, enrollment and transfer process (e.g. delegating work to part time personnel, etc.) for the purpose of ensuring the efficient operation of the office.
- Verifies documents presented in registration/transfer process (e.g. residency, custody, immunization, birth certificate, previous school records, etc.) for the purpose of ensuring accuracy and completeness prior to entering data into the student record system.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including software; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

codes, regulations & laws related to student enrollment, graduation and transfer; and business telephone etiquette.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with diverse groups of individuals; maintaining confidentiality; working as part of a team; working with detailed information; working with frequent interruptions; setting priorities; working under minimal supervision; working within time constraints; exercising extreme tact in working with confidential information; and reading, writing and communicating clearly in English.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date

Salary Grade
SL