

**SECTION      STUDENT SERVICES**

**AREA          WADE ADMINISTRATION BUILDING**

**TITLE         REGISTRAR/ATTENDANCE OFFICER**

**QUALIFICATIONS**

1.      High School diploma – minimum.
2.      Valid New Jersey driver’s license.
3.      Courses in psychology and sociology.
4.      Experience in dealing with people, especially youth.
5.      A true appreciation of, an understanding of, and a sensitivity to the problems of troubled youth.
6.      Strong organizational and communication skills.
7.      Good problem solving sense.
8.      Excellent people skills.

**REPORTING RESPONSIBILITY**

See the District Organization Chart.

**JOB GOAL**

The Registrar/Attendance Officer assures the efficient and effective registration of students and families beginning their educational experiences with the school system, and collects and submits required enrollment and demographic data as assigned. The Registrar/Attendance Officer distributes materials concerning registration to the appropriate persons and supplies applications and forms on request.

The Registrar/Attendance Office is also responsible for investigating student absences as reported by building principals and/or their designees and for following through the prescribed legal steps when necessary to ensure regular attendance.

**TERMS OF EMPLOYMENT**

Ten or twelve month contract. Benefits consistent with District-Wide and Central Office Non-Instructional, Non-Bargaining Unit Personnel.

## PERSONAL EVALUATION

The Registrar/Attendance Officer shall be evaluated in writing at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this job description and on other criteria listed in Board policy.

## PERFORMANCE RESPONSIBILITIES

### A. REGISTRAR

#### Registration

1. Registers new students and enters related data in the student information system.
2. Provides brief overview to the parents and students on registration and school and district policies and procedures.
3. Prepares registration packets for prospective students and other related clerical duties.
4. Sends completed registration packets to each school location for scheduled development.
5. Coordinates the registration process with each school location.
6. Communicates by phone, email, and facsimile with other schools or outside agencies regarding student records.
7. Coordinates start dates for new students.
8. Coordinates student withdrawal from the district.
9. Tracks enrollments.
10. Coordinates Kindergarten and Grade 1 registrations.

#### Compliance

1. Insures accurate input of student and family data in the student information system.
2. Coordinates student data management system as it relates to job requirements.
3. Insures that prospective students provide the proper residency documents.
4. Facilitates a consistent and fair appeals process where necessary.
5. Reregisters students according to a schedule determined by the Superintendent (most likely when students change district schools.)
6. Maintains confidential health records and sensitive material with due diligence.

General

1. Offers a friendly first face to prospective parents and students.
2. Maintains strong working relationships with school secretaries and principals and other administrators.
3. Handles challenging questions and situations with grace, sensitivity, and confidence.
4. Maintains fidelity to the registration process and procedures regardless of the complexity of the registrant.
5. Recommends new or revised forms and procedures as necessary to maintain a thorough and efficient registration process.

B. ATTENDANCE

1. Reviews daily attendance records of all schools to determine possible attendance problems.
2. Ascertains the causes and status of poor attendance, and when possible, assists in alleviating conditions which interfere with regular attendance, inquires into reported cases of truancy, juvenile vagrancy, extended absence, and unlawful detention from school.
3. Interprets New Jersey Attendance Laws to students and parents.
4. Maintains close liaison with school administrators, child study team members, school nurses, guidance counselors, and parents/guardians in order to facilitate solutions to the difficult problems of the student with whom the officer is involved.
5. Refers students to appropriate district personnel and community agencies.
6. Investigates students younger than 18 who withdraw from school without the appropriate approvals of the student's parent/guardian.
7. Issues legal warning notices to parents after verbal warnings have been ignored.
8. Files and pursues complaints in municipal court against parents/guardians after fully preparing case.
9. Serves as the designated district liaison to the Family Crisis Intervention Unit for the purpose of maintaining orderly referral and management of crisis cases.
10. Makes referrals to the Department of Children and Families if child abuse or neglect is suspected as according to policy.
11. Maintains a close liaison with all other social and legal agencies including the writing of formal reports when necessary.
12. Investigates and accepts or rejects Affidavits of Domicile.

13. Makes evening calls when parents/guardians cannot be reached during the day.
14. Writes a letter, in the late spring, to parents/guardians of 8<sup>th</sup> graders who have missed 15 days or more during the year, to advise them of the high school attendance policy.
15. Keeps a daily record of all activities.
16. Prepares an annual report.
17. Investigates matters of possible residency fraud.
  - a. Reports findings to Superintendent's office.
  - b. If necessary, testifies to Board at removal hearings.
18. Is responsible for determining a district of residence for any student in foster care or district residential placement.

**C Other Duties**

Performs other duties and responsibilities incidental to the office or as assigned.

Adopted 4/28/15