



## RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

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TITLE: Registrar/Community School Coordinator  
REPORTS TO: Assistant Business Administrator/Director of Community School

### QUALIFICATIONS:

1. 60 college credits/substitute credential
2. Knowledge of basic computer programs, including Microsoft Office and Adobe programs.
3. Prior office experience.
4. Demonstrated aptitude for the successful performance of the tasks assigned.
5. Notary or willingness to obtain licensure.
6. Bilingual (preferred).
7. Such alternatives as the Board may find appropriate or acceptable.
8. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
9. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

### GENERAL DESCRIPTION:

The Registrar/Community School Coordinator's main functions include managing district student registration, maintaining student records in accordance with district policy and statute, assisting the Director of Community School, Community School Programs Manager and Community School Bookkeeper with Community School program operations, and assisting with the overall function and security of the district's Central Office.

### ESSENTIAL JOB FUNCTIONS:

#### Registrar

1. Manages the district student registration process, including assisting parents with questions, gathering required forms, reviewing online registration submissions, and processing registration entries.
2. Reviews district processes to ensure compliance and efficiency.
3. Prepares residency affidavits for review, communicates with parents and managers maintenance of expiration information.

#### Community School Coordinator

1. Manages program enrollment and sends program email reminders.
2. Secures substitutes for programs as needed.
3. Processes new hire paperwork.
4. Maintains personnel and other records.
5. Answers parent inquiries and helps parents find relevant Community School resources.

#### General Office Tasks

1. Manages the district mail process.
2. Manages the visitor process, including verifying schedules with other employees, using Lobby Guard or other software to ensure security, and greeting all guests.
3. Performs such other tasks and assumes such other responsibilities as assigned.

WORK YEAR: Twelve-month employee  
DATE APPROVED: March 16, 2021  
APPROVED BY: Board of Education