

# WAUNAKEE COMMUNITY SCHOOL DISTRICT

## DISTRICT REGISTRAR

### Job Description

#### **QUALIFICATIONS:**

1. High school diploma (additional related training desirable but not required). Previous administrative assistant experience beneficial.
2. Working knowledge of student information systems and state reporting.
3. Organizational skills, word processing skills and proficiency in oral and written communication skills.
4. Knowledge of software applications, such as e-mail, word processing, spreadsheets, and database management currently used in the District.
5. Ability to operate office equipment such as computer, fax machine, and calculator.
6. Ability to assume responsibility, display initiative, and exercise good judgment.
7. Ability to perform duties of a sensitive and confidential nature.
8. Ability to work effectively with off-site technical support.

**REPORTS TO:** Assistant Director of Instruction

#### **GENERAL RESPONSIBILITIES:**

Coordinates the collection, processing, and reporting of accurate district data to meet local, state, and federal requirements. Perform duties of central registrar resulting in accurate enrollments and related records. Performs administrative support necessary to accomplish objectives established by the Assistant Director of Instruction. Adapts to the variety of responsibilities. Presents a positive image in contacts with the parents, community and staff. Properly handles confidential matters relating to students, student records, parents, staff and any other school-related issues.

#### **ESSENTIAL FUNCTIONS:**

1. Coordinate and optimize collection, processing, and reporting of student data at the building and district level
2. Register new students and families.
3. Process local student data for state data systems.
4. Coordinate collection, processing, and reporting of student data as assigned.
5. Generate DPI reports on time, working with individual schools to resolve reporting problems.
6. Serve as primary point of contact for families regarding the parent web portal.
7. Process open enrollment, tuition waiver, and intra-district transfer applications.
8. Conduct the district census.
9. Advise the Assistant Director of Instruction on training needs for personnel using the student information system.
10. Assist school contacts for the student information system in resolving problems, procuring outside help as needed and requested.
11. Provide status reports for areas of responsibility.
12. Provide input as needed for district student data system planning.

13. Organize and maintain an efficient office.
14. Maintain confidentiality and loyalty to employer.

**OTHER FUNCTIONS:**

1. Perform other responsibilities as assigned by the Assistant Director of Instruction.
2. Promote a positive image of the District at all times.
3. Maintain currency of technological skills and knowledge, participating in designated training as required.

Adopted: 2009

Waukegan Community School District