



# AUXILIARY SPECIALIST

## DISTRICT REGISTRAR

### JOB DESCRIPTION

**JOB TITLE:** Auxiliary t - District Registrar  
**REPORTS TO:** Coordinator of Student Information System  
**LOCATION:** Education Support Services

**FLSA STATUS:** Exempt  
**PAY GRADE:** SAT 07  
**DAYS:** 260  
**JOB ID & DATE:** SAT-71, May 2023

---

### JOB PURPOSE SUMMARY

Responsible for the administration and management of the office that processes student admissions and maintenance of student academic records. Provides technical supervision to all registrars including training, evaluating, providing guidance, and monitoring compliance. Regularly analyzes and evaluates current processes or products in order to constantly improve services for families, schools and the District.

### REQUIREMENTS

#### Education Level Details

Bachelor's degree in general education, School Administration, Communications, Human Resources, Business or related field or equivalent experience.

#### License / Certification / Language Required

Notary Certification preferred.

#### Work Experience Required

Three years in student registration administration and/or student record management, or a combination of both

Three years experience coordinating the operation of a major school or departmental office preferred

#### Other Skills and Abilities Required.

Strong oral and written communication, analytical, multi-tasking, organizational and time management skills. Oral and written fluency in Spanish required.

Ability to display tact and diplomacy when assisting customers and coworkers.

Ability to work under pressure and manage multiple, concurrent and conflicting priorities and deadlines.

Intermediate knowledge of and experience with district applications including but not limited to student information systems, office applications, internet and email systems and financial system.

Knowledge of state and federal student enrollment laws and regulations.

### KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

#### General

- Oversees all aspects of the student admissions process by organizing, directing and supervising staff in the registration and school placement of students entering the school district. Oversees the student records process by organizing, directing and supervising staff in the administration and issuance of student transcripts, diplomas, and/or other school records. Works to constantly improve and refine these processes.
- Reviews and analyzes legal documents and situations relating to the admission of students or student records.
- Prepares reports, analyzes data, and investigates options regarding student admissions and student records. Presents data to district leadership.
- Provides daily supervision of registrars and records keepers. Monitors staff attendance, leave, work schedules and timesheet approvals.
- Serves as the point of contact for employees, community call escalations, and district-wide inquiries regarding admissions and student records.
- Assists in the development and interpretation of admissions, school choice enrollment and student record policies and procedures to ensure compliance with state laws and effective implementation of District policies.
- Manages the communication and services for families regarding registration, records, Infinite Campus (IC) and parent portal as related to registration and student information.
- Conducts professional development for school staff regarding admissions and records procedures; works to ensure data is entered into IC consistently and accurately by schools and registration staff.
- Manage student cumulative folders and support the integrated, computerized student record and reporting systems, processing data for over 5000 students District-wide. Responsibilities include creating, updating, transferring, organizing, and purging student records both current and archived.
- Oversee and maintain District-wide student registration process, including on-line student registrations, verification of legal documents (guardianships, foreign exchange, emancipated students), and preparation of forms for data entry.
- Support the preparation and archiving of Colorado Department of Education report submittals, specifically the October Count Report, as well as respond to on-demand report requests from District stakeholders on student enrollment data.

#### Budget

- Manage budgets for all funds associated with registration services.
- Maintain accurate inventory and purchasing records

Safety and Training

- Establish and implement entry level and ongoing training programs for Registrars
- Hire, train, mentor, coach and conduct evaluations of personnel. Mediate conflict resolution. Promote a productive department environment by recognizing and solving problems and encouraging teamwork, creativity, and understanding.

Documentation

- Maintain accurate documentation.

Other

- Perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Registrars and other office staff as necessary.

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings and pool environments. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_