

**SCHOOL DISTRICT 27J**  
**CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Elementary Registrar  
**Date Prepared or Last Modified:** December 2021  
**Work Year:** 10 Months  
**Department:** Elementary/Middle School  
**Reports To:** Principal

**SUMMARY:** Responsible for gathering required student enrollment information, overseeing the enrollment and withdrawal process, coordinating class schedules and resolving conflicts. Manage attendance tracking and reporting. Maintain Infinite Campus "IC" student electronic records database, process student records requests, and prepare various reports of student data. Ensure a welcoming office environment that supports internal and external needs. Duties also include supervising students in the office, treatment of students in the health station, and administering medications.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

• **60% STUDENT SERVICES:**

- Manage student enrollment and withdrawal process. Gather and maintain required student enrollment information, process student records for enrollment or withdrawal. Coordinate class schedules and resolve conflicts. Track student information and generate reports for annual October count of student enrollment.
- Coordinate and participate in the planning of the kindergarten round-up.
- Set up and maintain electronic and hard copies of student cumulative files; including requesting or transmitting transcripts, attendance and other school records or legal documentation in a timely manner. Maintain Infinite Campus "IC" student electronic records database, process student records requests, and prepare various reports of student data.
- Design, modify and assign settings in the student information database for attendance recording and reporting. Contact parents for unexcused absence or tardy, generate attendance reports, prepare student /parent attendance letters. Work with administration to determine which parents need a conference with our attendance liaison to encourage adherence to attendance laws.
- Make necessary changes to student information; such as address, phone number, custodial parent, and emergency contact information, and generate reports as needed for teacher and administrative use.
- When necessary, arrange translation for second language speaking families.

**20%% OFFICE OPERATIONS:**

- Ensure a welcoming office environment that supports internal and external needs. Duties include answering phone calls, greeting and directing visitors according to school safety protocol, providing materials and information.
- Support school administration and personnel with general clerical needs. Duties include managing calendars, scheduling appointments, gathering information, sorting / distributing mail, preparing forms, reports, memos, copies, and assisting with updating school website. (tech does this )
- Duties also include, supervising students in the office, treatment of students in the health station, and administering medications.

• **20%Communication: Communicate stages of the enrollment process in a timely manner with all stakeholders**

- Assist with various communication needs.(Bullet point needs to be stronger) This generally includes: school-to-home communications, back-to-school packets, phone dialer preparation, bulletins, newsletters, social media page updates, This is more secretarial duties building events/usage updates, PTA/PTO/parent support, and staff communication deemed appropriate by administration.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

**EDUCATION AND TRAINING:** High school diploma or equivalent, plus specialized courses in Microsoft office.

**EXPERIENCE:** Two to three years' experience in an office environment, preferably working with children.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** First Aid and CPR certifications.

\*Must be certified to dispense medication to students within 3 month of hire.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** This position requires strong verbal, oral, written communication and basic math skills; including experience in customer service, interpersonal communication, public relations, problem solving, critical thinking, and secretarial functions. Operating knowledge of and experience with microcomputers, Microsoft Office, (Update tech platforms Google etc.) online database functions, and social media sites. Keyboarding and word processing. Ability to use general office equipment (ex. Copier, Laminator, Fax); manage multiple priorities; manage multiple tasks with frequent interruptions; and diffuse and manage volatile and stressful situations. Must display knowledge of general office equipment, intercom system, and alarm system within two weeks after hire.

- English/Spanish bilingual skills may be required.
- Maintain confidentiality in all aspects of the job.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** In accordance with the organization's policies and applicable laws, adheres to supervisory responsibilities. Responsibilities include training employees; planning, assigning, and directing work; providing feedback on performance; disciplining; addressing complaints and resolving problems

**JUDGMENT AND DECISION MAKING:** Work is self-directed and assigned by Counselors, Principal, or Deans. Requires judgment and organizational skills to properly record, manage, and disburse student records; to manage student attendance; to manage student schedules and class sizes; to direct the work of individuals within the office; and to perform secretarial functions for the office. Work is guided by district and school policies and procedures. Decision making requires collaboration with Counselors, Principal, Dean, teachers, and other office staff.

**DIVERSITY OF DUTIES:** Requires cross-training in basic supervisory skills, secretarial skills, communication, and knowledge of student information systems, student attendance policies, student class scheduling, grade reports, student records requirements, basic first aid, PBX operation, and microcomputers. Duties impact individuals within the school and parents.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; stoop, kneel, crouch, or crawl; and smell (to discern smoke in the building). The employee must occasionally lift and/or move up to 25 (50) pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

**SAFETY TO SELF AND OTHERS:** Low exposure of self to repetitive motion injuries due to keyboarding. Low exposure of self to cuts and bruises due to typical office accidents. May also have exposure to and expose others to injuries if a crisis situation is not handled effectively.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock due to performing minor maintenance of and/or removing paper jams from copy machines. The noise level in the work environment is usually moderate.

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