KINGSWAY REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION

Administrative Assistant to Registrar/NJSMART

(Approved: 07/19/2018)

Qualifications:

1. Familiar with PowerSchool or other Student Information Systems
2. Understand data collection & analysis
3. Familiar with student record keeping and NJSMART reporting
4. Effective communication skills

Scope of Responsibility: To assist the District in the entry and maintenance of data related to NJSMART submissions as well as student registration processes

Reports to: Supervisor of Pupil Personnel Services

Performance Responsibilities:

1. Registers all new students and families to the district in grades 7-12 within the online system and through in-person meetings
2. Maintains the district's online registration platform
3. Completes all required state reporting though NJSMART
4. Maintains year-long LEA student management
5. Oversees student transfers within the district and those new to the district through NJSMART, including new SID's for all 7-12 and out of state students
6. Manages and tracks out-of-district student placement and attendance
7. Troubleshoots all conflict resolutions related to NJSMART data
8. Maintains year-long LEA staff management through NJSMART
9. Requests new SMID's for all new staff and district contractors and deactivates staff no longer employed
10. Attends trainings for new submissions and data elements related to NJSMART and student registration
11. Performs other related duties as may be assigned by the Superintendent or designee

Employment conditions:

Contract year:	July1 to June 30
Job Family	
Pay Grade/Compensation Structure:	
Evaluation:	In accordance with Board policy