



## WALL TOWNSHIP PUBLIC SCHOOLS

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**Title: District Registrar and Data Assistant**

**Qualifications:**

1. A high school diploma, high school equivalency diploma
2. Working knowledge of school registration requirements and required documentation
3. Thorough understanding of New Jersey school district operations
4. Comprehensive knowledge of student data and required state reporting
5. Has knowledge and experience working with various programs and communication platforms and systems
6. Attention to detail with strong writing and oral communication skills
7. Strong organizational, analytical, communication, and human relation skills
8. Strong research skills
9. Ability to maintain confidentiality
10. Possess the ability to communicate effectively with all levels of individuals within the district

**Reports to:**

1. Superintendent of Schools
2. Director of Information and Technology Integration

**Job Goal:** To manage the Student Information System and collaborate on data communications and corresponding software applications. Coordinates the collection, processing, and reporting of accurate district data to meet local, state, and federal requirements. Perform duties related to new student registration, transfers, and withdrawals resulting in accurate enrollments, student data, and related records. Oversees form and documentation collection to ensure accurate residency verification.

**Performance Responsibilities:**

1. Assume primary responsibility for school registration systems and procedures, residency verification, Student Information Systems (SIS), and NJSmart systems
2. Distribute, collect, and monitor Student Information System (SIS) parent and district forms for entry into the parent portal
3. Ensure registration documents are complete and uploaded into parent/student portal
4. Create parent portal and student cumulative file
5. Ensure correct registration for students attending charter and vocational schools
6. Monitor school building overcrowding and communicate with families requiring a school change or transfer
7. Communicate with the Transportation and Special Education Departments to ensure accurate student services are in place
8. Manage all tuition student applications and billing information
9. Verify and monitor student residency and initiate residency investigations as needed



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10. Monitor open enrollment and communicate approval/denial status
11. Responsible for management, data entry and upgrades related to Student Information System (SIS), inclusive of scheduling, annual rollover, maintenance of Parent Portal, and report card entry
12. Performs all aspects of user security access management
13. Maintains and monitors the district's data and database systems. This includes the Student Information System (SIS) and other software applications that utilize student data
14. Collaborate with building and District administration to develop and implement most efficient use of district data systems
15. Work to optimize office practices to achieve best overall service to students and families
16. Train staff to ensure consistent and accurate data entry and reporting practices
17. Work with the *Director of Information and Technology Integration* to create and enforce policies for effective data management and data sharing
18. Formulate techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data
19. Devise and implement efficient and secure procedures for data handling and analysis with attention to all technical aspects
20. Support others in the daily use of data systems and ensure adherence to legal and district standards
21. Assist with reports and data extraction when needed
22. Monitor and analyze information and data systems and evaluate their performance to discover ways of enhancing them (new technologies, upgrades etc.)
23. Work towards ensuring digital databases and archives are protected from security breaches and data losses
24. Troubleshoot data-related problems and authorize maintenance or modifications
25. Adhere to the rules of confidentiality and code of ethics as required of all school personnel
26. Establish effective working relationships with families, co-workers, and administrative staff; demonstrates and maintains positive interpersonal relations
27. Seeks and participates in relevant professional development and organizations for the purposes of improving knowledge and practice as well as staying updated on developments and advancements related to areas of responsibility
28. Assist with office/administrative tasks as needed
29. Perform any additional duties within the scope of his/her employment, as well as those that are assigned by the Superintendent of Schools

### **Terms of Employment:**

12-month position; Salary-Non-Represented



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**Evaluation:** Performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certificated, non-represented personnel.

**Approved: October 15, 2024**