SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: DISTRICT REGISTRAR

DEPARTMENT: Human Resources

QUALIFICATIONS:

1. A minimum of a High School diploma.
2. Some college or post-secondary education is desirable.
3. Strong computer skills, including knowledge of student and employee administrative systems, Microsoft Office™, and other applicable software applications.
4. Experience with Student Information System – PowerSchool preferred.
5. Strong organizational and communication skills with attention to detail and accuracy, including the ability to prioritize, multi-task and meet deadlines.
6. Knowledge of McKinney Vento and Open Choice preferred.

REPORTS TO:
Human Resource Manager

JOB GOAL:
To efficiently and effectively carry out the duties of the District Registrar according to Board of Education policies and district procedures.

PERFORMANCE RESPONSIBILITIES:

1. Oversee all aspects of the student registration process for the district, including Home Instruction and Open Choice.
2. Investigate and enforce residency requirements and school enrollment area placement.
3. Organize and implement incoming Kindergarten Registration Information Sessions and Registration.
4. Work and communicate effectively with board members, administrators, town officials, staff, parents, and the public.
5. Create and maintain secure and confidential records, including enrollment projections and reports.
6. Monitors expiration status of out of district placements.
7. Prepare yearly state reports as needed.
8. Serve as the McKinney Vento Homeless Liaison for the district.
9. Serve as the Open Choice Liaison for the district.
10. Welcomes visitors and directs callers in accordance with standard operating procedures.
11. Performs any other job-related responsibilities as assigned by the Assistant Superintendent or Superintendent of Schools.

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Revised 02-14-95, 1/26/10 kdh
Approved by Personnel and Policy Committee 2/4/10, Approved by the Board of Education 2/25/2010
Revised and approved by the Board of Education 12/10/2020
Revised 12/31/24; Approved by BOE 2/27/25

TERMS OF EMPLOYMENT:
Twelve-month work year with salary, benefits, and working conditions established by the Board of Education. This is a non-union position.

EVALUATION:
Performance of the job will be evaluated annually by the Human Resource Manager.