

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

**COORDINATORS - EDUCATIONAL  
1846 - Coordinator of Central  
Registration**

**Page 1 of 5**

**JOB TITLE: COORDINATOR OF CENTRAL REGISTRATION**

**REPORTS TO: Interim Director of Student Assignment Services or Assigned Designee**

**SUPERVISES: Assigned Staff**

### **NATURE AND SCOPE OF JOB:**

Supporting the Central Registration goals of the district and in compliance with State and Federal Enrollment Policies/Codes, this role must embrace an open communication style, and utilize effective administrative management as well as the available resources of the District in order to achieve and maintain standards of excellence established by the Board of Education so that each student may have the opportunity to derive the greatest academic and personal benefit from his/her learning experience.

### **QUALIFICATIONS:**

The Coordinator of Central Registration shall:

1. Hold a Bachelor's degree from an accredited college or university.
2. Have a minimum of three (3) years of experience of administrative experience.
3. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Hold a valid driver's license with no serious violations.
6. Demonstrate knowledge and understanding of the District's variety of educational programs, including special education and bilingual programs.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
10. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

### **COORDINATORS - EDUCATIONAL 1846 - Coordinator of Central Registration**

**Page 2 of 5**

11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly persons' offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may deem appropriate, acceptable, and legal.

#### **VERIFICATION OF COMPETENCY:**

1. District Application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources or copies of recent evaluations of administrative performance.
4. Official College Transcripts.
5. Employment Interview.

#### **EMPLOYMENT TERMS:**

The Coordinator of Central Registration shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, and leave time as specified in the non-certified position.
3. Conditions established by all Laws, Codes of the State, Policies, Rules, and Regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

**COORDINATORS - EDUCATIONAL  
1846 - Coordinator of Central  
Registration**

**Page 3 of 5**

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Coordinator of Central Registration shall:

1. Demonstrate the ability to embrace diversity and provide ongoing customer service to the parents and community in a highly professional manner on a daily basis.
2. Serve as a mediator/facilitator during the registration process.
3. Recommend and assign pupils/students as directed by district policies or district leadership.
4. Answer non-routine and routine inquiries.
5. Guide, instruct, and assign work and develop effective work methods. To ensure customer-friendly registration process.
6. Assist with the training of new employees.
7. Compose replies to routine correspondence.
8. Refer errors and irregularities to superiors.
9. Use computers and/or electronic equipment to fulfill job functions.
10. Maintain effective communications with students, staff, and parents to elicit support and to seek perceptions and ideas for the improvement of the central registration process.
11. Attend required meetings and serve, as appropriate, on staff committees.
12. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serve as a role model for staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
13. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
14. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
15. Oversee process and procedures for Central Registration as well as handle and resolve conflicts that may arise.

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

### **COORDINATORS - EDUCATIONAL 1846 - Coordinator of Central Registration**

**Page 4 of 5**

16. Adhere to federal statutes and regulations, New Jersey school law, Special Education codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
17. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Interim Director of Student Assignment Services or designee and not otherwise prohibited by law or regulation.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
1. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
2. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

COORDINATORS - EDUCATIONAL  
1846 - Coordinator of Central  
Registration

Page 5 of 5

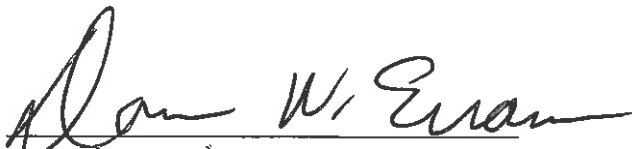
### ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
3. Function in a workplace that is usually moderately quiet but that can be noisy at times.

### EVALUATION:

The Assigned Designee shall evaluate the Coordinator of Central Registration in accordance with Policy No. 3223 and Regulation Nos. 3223.1 and 3223.2, this Job Description, and other such criteria as shall be established by the Board of Education.

  
Approved

12/3/15  
Date