



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Registrar & Information Specialist
Department / Location:	District Office
Reports to:	Information and Strategy Officer
Employees Supervised:	None
Classification:	12-month
Status:	Non-exempt
Created / Revised:	June 2025
Board Approved:	N/A

Position Summary

The District Registrar & Information Specialist is responsible for ensuring the accuracy, integrity, and confidentiality of student records, coordinating data collection and processing, and serving as a key contact for families regarding student information and system access. This position will ensure compliance with district policies and state/federal regulations, provide technical support and training, and continuously work to improve data management processes.

Essential Functions and Responsibilities

1. Registration, Enrollments, and Withdrawals
 - a. Serves as the primary point of contact for parents, guardians, and families throughout the annual Online Registration, new student registration and enrollment verification processes, providing clear guidance and support.
 - b. Maintains current knowledge of enrollment regulations, student data privacy laws (state and federal), and relevant district policies and procedures.
 - c. Serves as the district's point person for managing all aspects of student enrollments and open enrollments, including the accurate and timely entry of student data into the District SIS, and manages all changes to student enrollment status.
 - d. Guides the continuous improvement of processes and documentation related to all aspects of student data management, including but not limited to: enrollment procedures, residency verification, attendance tracking, student scheduling, grading systems, transportation, and health records.

- e. Investigates and resolves residency issues that arise during the student registration process, ensuring compliance with district and state guidelines.
 - f. Processes open enrollment applications, tuition waiver requests, and intra-district transfer applications in accordance with district policies and state timelines.
 - g. Processes transportation requests including address verification and resolution of disputes, fee application, and communication with transportation provider (bus company) and families.
2. Data & Reporting
- a. Coordinates and optimizes the collection, processing, and reporting of student data at the building and district level.
 - b. Generates and prepares state-mandated report uploads as directed, ensuring accuracy and timely submission.
 - c. Conducts the annual district census to ensure accurate student population data. This includes a twice yearly membership count, enrollment reporting on the 3rd Friday (September) and 2nd Friday (January), child count/child find, and the demographic spring snapshot.
 - d. Obtains WISEids for all students
 - e. Monitors student data and related activities for compliance with district standards, Board of Education policies, and applicable state and federal laws (e.g., FERPA).
 - f. Ensures the overall integrity and accuracy of student data within the Student Information System (SIS) through regular audits, validation checks, and collaboration with school staff.
 - g. Provides regular and ad-hoc reports on student enrollment, demographic trends, and other data points as requested by district administration.
3. Other
- a. Provides excellent customer service in a courteous, helpful, and professional manner to all stakeholders, including students, parents, staff, and community members. Serves as the primary point of contact for families regarding the parent portal and for staff as a support resource for portal-related issues.
 - b. Develops and delivers training to clerical staff regarding SIS capabilities, proper data entry procedures, reporting requirements, and best practices for maintaining data integrity.
 - c. Provides timely and effective phone and on-site technical support to SIS users as needed, troubleshooting issues and offering solutions.
 - d. Manages departmental purchasing by preparing and submitting check requests and purchase orders in accordance with district policies and procedures.
 - e. Ability to respond positively to diverse needs of staff, parents, students and the community and perform functions in a customer-service orientation.

Knowledge, Skills and Abilities

1. Proficiency in using and managing student information systems and related databases.
2. Understanding of K-12 student data elements, state and federal reporting requirements (e.g., WISEdata, Civil Rights Data Collection), and student privacy laws (FERPA).
3. Proficiency with Microsoft Office Suite (Word, Excel, Outlook) and/or Google Workspace. Excel, Google Sheets and other spreadsheet/database skills strongly preferred.
4. Excellent organizational skills with a high degree of accuracy and attention to detail.
5. Ability to manage multiple tasks and deadlines effectively in a fast-paced environment.

6. Strong analytical and problem-solving skills; ability to troubleshoot technical issues and identify data discrepancies.
7. Excellent interpersonal and communication skills (written and verbal) with the ability to communicate technical information clearly to diverse audiences.
8. Proven ability to provide high-quality customer service and support.
9. Ability to work independently with minimal supervision and collaboratively as part of a team.
10. Commitment to maintaining confidentiality of student and district information.
11. Demonstration of a high degree of integrity and confidentiality.
12. Ability to maintain composure under stressful situations.
13. Ability to develop and deliver effective training to adult learners.
14. Knowledge of enrollment procedures, residency requirements, and open enrollment processes.
15. Analytical and Reasoning Ability:
 - a. Must possess the ability to define problems, collect data, enter and distill data from Infinite Campus software, establish facts, and draw valid conclusions as well as the ability to analyze a problem from multiple perspectives and to find connections between people, programs and resources.
 - b. Must have the capability and desire to streamline processes to be more efficient and effective.
16. Communication and Language Skills:
 - a. Must have strong technology skills as well as written, verbal, and numerical communication skills.
 - b. Must demonstrate poise, tact, and diplomacy in busy and stressful situations.
 - c. Ability to read and interpret documents such as governmental regulations, procedural manuals, and district reporting forms.
 - d. Ability to write and run reports, professional learning material, and professional correspondence.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work is typically performed in a standard office environment.
2. The noise level in the work environment is usually moderate.
3. May experience frequent interruptions.

Physical Requirements

1. The position requires prolonged periods of sitting and working at a computer.
2. Frequent use of hands for data entry and computer operation.
3. Occasional lifting of up to 25 pounds (e.g., files, small equipment).
4. Regularly required to talk, hear, and see. Specific vision abilities required include close vision and ability to adjust focus.

Education and Experience

1. Associate's degree or higher in Information Technology, Business Administration, Education, or a related field is preferred.
2. Minimum of 2 years of experience working with student information systems (e.g., Infinite Campus, Skyward, PowerSchool) in a K-12 educational setting; Infinite Campus experience is preferred.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.