Merrimack School District

District Registrar

Role Description

TITLE: District Registrar

QUALIFICATIONS:

- High School Diploma, Associated Degree preferred
- Experience with student data management, PowerSchool preferred
- Strong organizational, communication, and computer skills

REPORTS TO: Computer Systems Manager

JOB GOAL: Performs specialized administrative and technical duties related to the registration of students, maintenance of student records and files. Manages, stores, and updates all student grades for transcript purposes for Grades 9-12. Performs other work as related and required.

RESPONSIBILITIES:

- Processes all enrollments and withdrawals for Grades preK-12. Registers incoming students, verifies residency and custody, prepares paperwork, and assigns counselor
- Troubleshoot residency issues that arise throughout the school year
- Responsible for grade storing and report card process. Maintains integrity of grading data to include reviewing of PowerSchool grading reports, correcting, and updating grading data. Communicates and works with teachers regarding their grades. Ensures integrity of high school transcripts. Stores quarterly and year end grades and maintains ELO spreadsheets as it pertains to grades and credits
- Maintain, update, and perform cross-referencing discipline log entry data in preparation for various state and federal reports throughout the school year. Works with Assistant Principals on this task during the school year
- Works with High School Guidance Counselors regarding students to be retained, dropouts, diploma types, excessive absences, etc.
- Assists with PowerScheduler responsible for opening and closing course selection for students in PowerSchool

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- Collaborates with District Data Coordinator on various matters and prepares District data for state reporting with the Department of Education (DOE)
- Conducts onboarding with new parents, to include answering questions, guiding parents, and setting up their PowerSchool parent accounts, etc.
- Uploads student rosters into the DOE database for school assessment purposes and ESOL purposes after significant time has been taken to cross reference for accuracy. This allows students the ability to take state assessments and to keep track of the English/Second Language learners
- Provides information to staff regarding various questions pertaining to grading and how to perform varied functions
- Produces various reports via PowerSchool as requested
- Communicates with bus transportation company and other school districts
- Manage student data in PowerSchool Enrollment and deliver to Student Information System (SIS)
- Performs similar or related work as required

TERMS OF EMPLOYMENT: Year-round, non-union position

Physical Activity Requirements:

Lift up to 10 lb.	N	R	O	**F**	C
Lift 11 to 25 lb.	N	R	**O**	F	C
Lift 26 to 50 lb.	N	R	**O**	F	C
Lift over 50 lb.	N	R	**O**	F	C
Carry up to 10 lb.	N	R	O	**F**	C
Carry 11 to 25 lb.	N	R	**O**	F	C
Carry 26 to 50 lb.	N	R	**O**	F	C
Carry over 50 lb.	N	R	**O**	F	C
Twisting	N	R	**O**	F	C
Bending	N	R	**O**	F	C
Crawling	N	R	**O**	F	C
Squatting	N	R	**O**	F	C
Kneeling	N	R	**O**	F	C
Crouching	N	R	**O**	F	C
Climbing	N	R	**O**	F	C
Balancing	N	R	**O**	F	C

KEY

N = not required

R = rarely

O = occasionally

F = frequently

C = constantly

Work Surface(s)

Reach above shoulder height	N	R	**O**	F	C
Reach at shoulder height	N	R	**O**	F	C

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Reach below shoulder height	N	R	**O**	F	C
Push/Pull	N	R	**O**	F	C

Hand Manipulation

Grasping	N	R	O	**F**	C
Handling	N	R	**O**	F	C
Fingering	N	R	**O**	F	C
Torquing	N	R	**O**	F	C

Controls and Equipment:
Use of typical office/classroom equipment.

During a typical day, employee may be required to:

	Consecutive Hours	Total Hours
Sit	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**
Stand	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**
Walk	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**

Cognitive/Sensory Requirements:

Talking:	Necessary for communicating with others
Hearing:	Necessary for taking instruction/direction from others
Sight:	Necessary for doing job effectively
Taste/Smell:	Smelling required to detect odors, such as natural gas, electrical smoke, etc.

Summary of Occupational Exposures:
Exposure to typical building-related hazards and materials.
Exposure to outdoor exposures