

Carlynton School District Job Description



Position: Registrar and ESL Program Secretary
Reports to: K-12 ESL Program Coordinator
FLSA Status: Non-Exempt
Employment: Full Time - Class I Secretary

Qualifications:

- High school diploma or equivalent required; Associate's or Bachelor's degree preferred.
- Previous experience in student registration, administrative support, or a related field preferred.
- Familiarity with PowerSchool or other student information systems is highly desirable.
- Strong organizational and time-management skills with attention to detail.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and database management.
- Bilingual abilities preferred but not required.
- Experience coordinating with translation and interpretation services is a plus.
- Ability to work collaboratively in a fast-paced environment and manage multiple tasks efficiently.

Position Summary:

The **Registrar and ESL Program Secretary** is responsible for coordinating student registration, maintaining student enrollment records, and providing administrative support to the district's English as a Second Language (ESL) program. The ideal candidate will possess strong organizational and communication skills, attention to detail, and the ability to manage multiple tasks efficiently.

I. Essential Duties and Responsibilities

Student Registration and Administrative Assistant Responsibilities:

- Coordinate and oversee all student registrations, including Kindergarten registration.
- Maintain and update student enrollment records district-wide.
- Ensure proper procedures for registration are followed across all buildings.

- Verify that all required paperwork for enrollment is collected and maintained in accordance with district policies.
- Manage inter/intra-district enrollment records.
- Communicate with district buildings, parents, and other school districts in compliance with district policies and guidelines.
- Assist the K-12 ESL Program Coordinator and/or Assistant Superintendent with various communications including reports, notices, and recommendations.
- Gather and organize relevant student data as needed.
- Provide administrative support to the K-12 ESL Program Coordinator as requested.
- Serve as a liaison between the district and other employees/agencies for the PowerSchool student information system, including training staff in its use.
- Attend annual state provided trainings and/or child accounting trainings as needed.
- Perform additional duties as required to support the district's enrollment processes and student services.
- Perform additional duties as assigned by the K-12 ESL Program Coordinator and/or Assistant Superintendent.

English as a Second Language (ESL) Program Responsibilities:

- Act as the ESL Program Assistant, supporting ESL staff and administration.
- Coordinate with all appropriate stakeholders regarding the enrollment of ESL students.
- Print ESL documents from the enrollment packet and file accordingly.
- Add students to the PHLOTE (Primary Home Language Other Than English) list within five days of enrollment.
- Provide ESL enrollment documents to the Allegheny Intermediate Unit (AIU) for evaluation of new students.
- Maintain ESL student records, including the Home Language Survey and Background Questionnaire.
- Keep an up-to-date ESL roster, tracking active students, monitoring students, opt-out students, and withdrawals.
- Update and manage the monthly ESL student count by building and grade level.
- Maintain and organize files for active, monitoring, and opt-out ESL students.
- Prepare and send translated placement letters to families with student evaluation results at enrollment and annually.
- Ensure timely transfer of records when ESL students relocate.
- Enter evaluated student results into PowerSchool and update parent/guardian interpreter/translation needs.
- Manage student programs and enrollment records for active and monitoring ESL students within PowerSchool.
- Schedule interpreters through for district needs such as parent-teacher conferences, IEP meetings, and assessments (PSSA, Keystones, etc.).
- Coordinate the translation of legal documents for the district using Global Wordsmiths.
- Utilize AI programs to translate district communication materials, including flyers, letters, and forms.

- Assist ESL teachers with end-of-year documentation, including US entry dates and native country data.
- Support summer ESL programming coordination, including parent outreach and transportation arrangements.
- Create multilingual signage for district buildings.
- Attend relevant workshops and ESL fairs as directed.

Personal Qualifications:

- Ability to establish and maintain productive working relationships with students, parents, staff, administration, and the general community.
- Ability to manage work responsibilities and challenges in a fair, firm and equitable manner.
- Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- Ability to communicate effectively.
- Ability to listen and respond to people in a professional, effective manner.
- Ability to work on multiple tasks and prioritize appropriately.
- Ability to exercise initiative and make decisions (with input from administration) to meet deadlines or to effectively handle emergency work.
- Ability to work collaboratively with staff, communicate and problem-solve.

Professional Qualifications

- Requires a minimum of a High School Diploma.
- Experience and education in secretarial services. A minimum of one (1) year secretarial experience preferred.
- Requires experience and skills with appropriate technologies (word processing, spreadsheet, presentation and webpage software, email, Internet as a reference/research tool, desktop publishing, creation of various forms, telephone/voicemail system, etc.)
- Requires ability to maintain efficient flow of work schedule and responsibilities.
- Strong interpersonal, organizational and communication skills.
- Maturity and ability to deal harmoniously with all types of people.
- Use of discretion regarding the handling of confidential information.
- Demonstrated ability to work under deadlines and to prioritize tasks.
- Demonstrated ability to effectively generate correspondence and coordinate communication between administration, staff, substitutes and other stakeholders.
- Past indications of willingness to upgrade skills.

- Demonstrated knowledge and application of effective secretarial principles, practices and trends.
- Demonstrated knowledge and application of communication techniques and technologies for job-related responsibilities.
- Must be able to perform the performance responsibilities listed above at a high level.

Reports To:

- K-12 ESL Program Coordinator and/or Assistant Superintendent

Position Requirements:

Work Performance:

- Acknowledges individuals' requests and handles them in a friendly and courteous manner. Promotes a positive team environment through active cooperation with others.
- Maintains awareness of the School District's policies and procedures.
- Follows the chain of command.
- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Keeps District business confidential.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.
- Ability to organize office setting to efficiently accomplish tasks.
- Ability to multitask.

Temperament:

- Ability to work as a leader, coordinator and a member of a team.
- Must be courteous and able to effectively manage job responsibilities.
- Must be cooperative, congenial, service oriented, and promote these qualities.
- Ability to work in an environment with frequent interruptions.
- Ability to be respectful and empathetic.

Personal Skills:

- Plans and prioritizes assignments effectively.
- Able to handle several ongoing tasks and projects at once.
- Able to adjust to changes in the work environment.

- Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- Maintains a good attitude toward administration, fellow employees and the public.
- Maintains productive working relationship with immediate supervisor

Technical Skills:

- Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- Has working knowledge of office equipment.
- Proofreads work for grammar and spelling accuracy.
- Ability to compose clear, concise sentences and paragraphs.
- Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications. Basic Excel: working with multiple sheets in a workbook, basic formulas, etc.
- Using as a data source for mail merges.
- Working with Microsoft Word documents: tables, fill-in forms, protecting documents, graphics, brochures, fliers, certificates, etc.
- Working with desktop publishing tools to create various documents.

Physical Demands:

- Occasional traversing throughout school building.
- Often sitting for extended periods.
- Standing for periods of time.
- Moderate lifting from 15-30 pounds.
- Some moving of various items - up to 30 pounds.
- Manual dexterity to use office equipment.
- Repetitive operation of computer keyboard.

Work Environment:

- Generally, office setting year-round.

Driver's License:

- Must have a valid PA driver's license.

Clearances:

- Every employee must submit an Arrest/Conviction Report and Certification Form as required under Pennsylvania Act 24 of 2011, Act 34 (Criminal Record Check), Act 151 (Child Abuse History Check), FBI (Federal Bureau of Investigation) Criminal History Check, Act 126 (Part I) Recognizing Child Abuse and Mandated Reporter Training, and Act 126 (Part II) Professional Ethics & Educator Discipline Act.

- As per Act 15 of 2015, all clearances must be renewed every five (5) years. Also, as of December 22, 2014, Act 168 of 2014 requires all newly hired employees to provide the District with the Sexual Misconduct/Abuse Disclosure Release Form for all former employers in which they had direct contact with children and any current employer/s. The District may not hire any applicant for a position until the employment history review process has been completed.

Terms of Employment:

- 12-month work year. Salary and benefits per the Collective Bargaining Agreement between the Carlynton School District and the Carlynton Federation of Teachers, AFT Pennsylvania Local #2120, AFT-PA, AFL-CIO, Secretarial-Cafeteria-Aides Unit. The work year schedule will be coordinated with the direct supervisor in conjunction with other secretarial schedules to ensure proper coverage during the summer months.

Evaluation:

- Performance will be evaluated by the K-12 ESL Program Coordinator and/or Assistant Superintendent on the basis of this job description at least once annually. This job description is subject to change as determined by the Superintendent.
- Approved by Administration and provided to the Board of School Directors **February 2025**.