# HUMAN RESOURCES ASSISTANT/REGISTRAR

**(Job Description)**

## QUALIFICATIONS:

- High school diploma required; associate's degree or related coursework preferred.
- Prior experience in a school district, registrar's office, human resources, or other clerical/administrative setting preferred.
- Strong organizational skills, attention to detail, and accuracy in data entry and recordkeeping.
- Ability to communicate clearly and professionally with families, staff, and administrators.
- Ability to maintain strict confidentiality and handle sensitive information with discretion.
- Proficiency in office technology, including MS Office, Google Workspace, and student/HR information systems; experience with Genesis, Frontline, or similar systems preferred.
- Ability to manage multiple tasks, meet deadlines, and work collaboratively in a fast-paced environment.

## PRIMARY FUNCTION:

The Human Resources Assistant/District Registrar supports the daily operations of the Registrar's Office and the Human Resources Department. Under the direction of the Chief Human Resources Officer (CHRO), this position is responsible for processing student registrations, maintaining residency documentation, and carrying out clerical HR functions including substitute onboarding, student teacher placements, athletic personnel tracking, credential monitoring, and general support of HR functions. This role requires strong customer service skills, accurate documentation and record keeping, and the ability to follow established procedures and timelines.

## REPORTS TO:

Chief Human Resources Officer

## SPECIFIC DUTIES AND RESPONSIBILITIES:

### District Registrar Responsibilities (50%)

- Serve as the primary point of contact for new student registrations, withdrawals, and residency-related inquiries.
- Process all student registration documents, ensuring that records are complete, accurate, and compliant with district policy and state regulations.
- Work with the CHRO to monitor and support residency verification procedures, including collection of proof, follow-up communication, and preparation of required documentation.

- Maintain and update student demographic data in the student information system.
- Coordinate with administration, school secretaries, special services, and other departments to ensure smooth new-student transitions.
- Assist with annual rollovers, demographic audits, and other registrar-related data tasks.
- Maintain confidential records and support residency reviews as directed.

**Human Resources Assistant Responsibilities (50%)**

- Assist with HR clerical processes including data entry, file maintenance, correspondence, and document organization.
- Support substitute onboarding by collecting required paperwork, tracking credentials, scheduling appointments, and entering data into Frontline and HRIS systems.
- Oversee the processing of athletics personnel hiring as initiated and managed by the high school athletics department ensuring completion of all compliance documentation and HR hiring timelines.
- Process all student teacher, field experience, and classroom observation requests, including collecting required documentation, coordinating placements with school administrators, and maintaining accurate records of approvals and assignments.
- Assist with monitoring due dates and compliance items such as certifications, background checks, and mandated trainings.
- Process updates to personnel files and provide support with routine HR inquiries from staff, substitutes, and applicants.
- Assist in preparing packets, filing, scheduling, and other clerical functions that support efficient daily HR operations.
- Provide general office support, including phones, mail, scanning, and distribution of HR-related forms.

**TERM OF EMPLOYMENT:**

12 month, Non-Bargaining Unit Position.

**EVALUATION:**

Annually and in accordance with Tenafly Board of Education policy.

**BOARD APPROVAL:**

December 15, 2025.