



District Registrar

Purpose Statement

The role of the District Registrar is to register students from kindergarten through grade 12, maintain computerized student records, and provide student information to authorized parties. The position involves general clerical support, acting as a liaison in student registration and transfer processes, and maintaining confidentiality while handling sensitive information.

Supervisory Relationship

Reports to: Assistant Superintendent – Elementary

Essential Functions

- **Student Registration:** Manage the registration, enrollment, transfer, and withdrawal of students to ensure compliance with established requirements.
- **Record Maintenance:** Maintain accurate manual and electronic records, including student registration, enrollment, transfers, and related documents for up-to-date information and historical reference.
- **Document Verification:** Verify documents presented during registration and transfer processes, such as residency, custody, immunization, birth certificates, and previous school records, ensuring accuracy and completeness.
- **Follow-Up:** Communicate with parents/guardians regarding incomplete registrations to ensure accurate and legally compliant student records.
- **Information Dissemination:** Inform appropriate personnel about student enrollment, transfer, and withdrawal statuses to maintain accurate and timely student information.
- **Processing Documents:** Process necessary documents and materials for legal compliance, including leases, birth certificates, and immunization records.
- **Support and Direction:** Provide information and direction to a high volume of internal and external inquiries, including staff, educational institutions, parents, and students.
- **Leadership:** Serve as a lead worker in the registration, enrollment, and transfer process, delegating work to part-time personnel to ensure efficient office operation.
- **Clerical Support:** Provide general clerical support as needed to ensure the efficient functioning of the work unit.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Proficiency in operating standard office equipment and software.
- Strong documentation and record-keeping abilities.
- Ability to prepare and maintain accurate records.

Knowledge

- Basic math skills, including fractions, percents, and ratios.
- Understanding of codes, regulations, and laws related to student enrollment, graduation, and transfer.
- Familiarity with business telephone etiquette.

Abilities

- Schedule and prioritize multiple activities and meetings.

- Work flexibly with diverse individuals and groups.
- Analyze data using defined processes.
- Communicate effectively with diverse groups and individuals.
- Maintain confidentiality and exercise extreme tact.
- Work independently with minimal supervision.
- Handle frequent interruptions and adapt to changing priorities.

Responsibility

Work under limited supervision using standardized practices and methods. Lead, guide, and coordinate others. Operate within a defined budget. Utilize resources from other work units as required. Have a continual impact on the organization's services.

Work Environment

Physical activities include some lifting, carrying, pushing, pulling, stooping, kneeling, crouching, and crawling. Significant fine finger dexterity is required. Generally, the job requires 80% sitting, 10% walking, and 10% standing. Work is performed in a generally hazard-free environment.

Experience

Job-related experience is required

Education

High school diploma or equivalent

Clearances

Criminal justice fingerprint/background clearance

FLSA Status

Non-Exempt

Salary Grade

SL