

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: District Registrar
Schedule / Grade: Support Staff Hourly / 30
Job Code: 94ADSUP708
FLSA: Non-Exempt
Calendar: ADSUP-Hourly
Benefits: Eligible (Retirees not Eligible)
Contract Type: Notification
Bargaining Unit: None
Revised Date: 09/16/2026

PURPOSE

The District Registrar position serves as our first point of contact at the district level for students and families new to Columbia Public Schools (CPS) and those inquiring about school attendance areas. This position serves as a liaison and support to each school's registrar, guiding them in their work. The District Registrar is also responsible for maintaining accurate school boundary information in our student information system (SIS), and maintaining accurate student records according to local, state and federal guidelines, as well as assisting all CPS staff dedicated to maintaining accurate student records.

ESSENTIAL RESPONSIBILITIES AND DUTIES

Registrar Support, Oversight, and Administration

- Provide guidance to CPS building registrars on duties and responsibilities included in the Registrar role.
- Conduct monthly, annual, and new registrar training.
- Create and maintain Registrar training documentation, processes, and manuals.
- Maintain registrar contact lists and documentation.
- Assist buildings with Registrar duties when a Building Registrar is out of the office.
- Work with building registrars on data integrity and audits.
- Maintain the enrollment portions of the CPS website, Registrar website, and Google Shared Drives.
- Create, update, and maintain registrar-specific forms such as Record Releases, Homeschool Notification Forms, family fliers, staff resources, and other related materials.
- Update paper enrollment and Annual Update packets.

Student Enrollment and Annual Updates

- Create, oversee, and maintain the online enrollment process and set up the online portion of the enrollment application each year.
- Assist with troubleshooting, planning, and implementation for the student Annual Update process.
- Assist families with online enrollment during one-on-one appointments and enrollment events.
- Assist with Kindergarten enrollment and Summer School enrollment.
- Meet with families to intake transfer request forms as needed.
- Assist families with updating addresses in the SIS and updating their student's school placement.
- Coordinate student data lists for district communications related to the Annual Update.

Student Records and Data Integrity

- Ensure accurate student records, including follow-up with schools on SIS audits.
- Work with building registrars on troubleshooting SIS and other registrar tasks.
- Serve as part of the Data Validation Team.
- Obtain and maintain state IDs from the Department of Elementary and Secondary Education's (DESE) Missouri Student Information System (MOSIS).
- Maintain permanent student records in compliance with federal and state laws and regulations.
- Scan and organize permanent records into digital format.
- Comply with record requests in a timely manner.
- Coordinate mass student data requests from area businesses, photography companies, military recruiters, and other authorized entities.
- Report to the Literacy Hotline each month.

Boundaries, Proof of Residence, and Residency

- Maintain boundary data in the SIS.
- Oversee Proof of Residence (POR) processes and assist in enforcing CPS school boundaries.
- Meet with families to complete Proof of Residence Statements and complete homelessness forms when needed.
- Respond to telephone inquiries from families, real estate agents, case managers, and others regarding attendance areas, boundaries, records, and registration information.

Guardianship, Legal, and Family Support

- Evaluate court orders and guardianship updates when needed and escalate to the district's legal advisor when necessary.
- Meet with families and intake guardianship waiver forms; notify the family and school of the waiver decision.
- Meet with families by appointment and walk-in to assist with a range of enrollment and registration-related questions and processes.

General Duties and Compliance

- Serve as a backup registrar to provide coverage and maintain essential registrar functions when building registrars are out of the office.
Perform various clerical duties and other responsibilities as assigned.
- Always Understand and adhere to CPS Board Policies and Procedures.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the district are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>.

REPORTING RELATIONSHIPS

Reports To: Executive Director of Assessment, Intervention, Data and Innovation

Supervises: None

QUALIFICATIONS

Minimum: Two years of administrative or registrar experience, preferably in an educational setting OR an associate's degree in communication, psychology, education or a related field. Strong organizational, interpersonal, problem-solving and written and verbal communication are required.

Preferred: A bachelor's degree in communication, psychology, education or a related field.

Ideal: Ideal candidate will demonstrate a positive attitude and the ability to build and maintain cooperative relationships with others. The candidate should be able to effectively work with a wide variety of personalities and situations with diplomacy and poise. The candidate should be proficient in Microsoft Word, Excel, database systems, with the ability to search for and compile data and prepare and complete reports and other information accurately and efficiently. The candidate should display initiative, exercise good judgement, and have the ability to effectively manage multiple tasks and priorities.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Respond to common questions and concerns. Read, analyze, and interpret professional journals, memoranda, policies, administrative procedures, and statutes. Write business correspondence, including staff memoranda and newsletter articles. Keep information confidential when required by law, policy, or the nature of a particular situation. These are essential functions of the job.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction. Apply concepts such as fractions, percentages, ratios and proportions to practical situations. Perform computer word processing (including spreadsheets) and internet research. Access and create reports using the Districts student information software and databases. These are essential functions of the job.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement. These are essential functions of the job.

Technology: Present information using a variety of media/technology sources. Access and create reports using the District's student information software and databases. Readily utilize smart boards, projectors and other instructional technology provided by the district. Adhere to all District policies and procedures regarding technology use. These are essential functions of the job.

Physical demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating office equipment. Consistent and regular attendance is an essential function of this position. These are essential functions of the job.

Environmental conditions: The work environment is consistent with a typical office environment. The individual who holds this position is frequently required to work irregular or extended hours. These are essential functions of the job.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer