

DISTRICT REGISTRAR

Purpose Statement

The job of District Registrar was established for the purpose/s of maintaining microfilmed and digital records and files; providing student information to authorized parties in compliance with established policies; facilitating the enrollment and registration of students into the school district; and providing general clerical support, information and/or direction as may be assigned.

This job reports to Director of Student Support Services

Essential Functions

- Accesses student information and/or delivers services in conformance with established guidelines (e.g. transfer, storage, research of student records, and submit transcripts to National Transcript Center, etc.) for the purpose of organizing and managing data to provide information as needed or requested.
- Assists other District staff with establishing and maintaining a District enrollment and registration process (e.g. enrolling students, recording documentation, maintaining wait lists, assisting parents, screening support (i.e. TAG, ELL, and SPED), and data entry to Student Management System, etc.) for the purpose of ensuring accuracy of records and consistent customer service.
- Assists with on-line school request process and on-line enrollment process for the purpose of providing support to other District departments as needed.
- Collaborates with other District departments (including IT) on maintaining, updating, and communicating school enrollment figures (e.g. enrollment numbers, number of sections, counts of students) for the purpose of ensuring records are accurate and providing information to others.
- Collaborates with others (including the District IT Department) regarding student records needed for the Hathaway Scholarship for the purpose of ensuring required documents are provided as requested.
- Communicates with parents and students concerning District vision, goals, and educational programs for the purpose of promoting NCSD to new families and helping guide them to educational programs that will effectively serve their needs.
- Maintains a variety of manual, microfilmed, and digitized files, documents, and records (e.g. transcripts, performance reports, student assessment profiles, immunizations, student information, etc.) for the purpose of documenting and/or providing reliable information relative to student records, records policies, and administrative regulations.
- Manages all District inactive student files (Cumulative Folders) (e.g. receives, disseminates, creates) for the purpose of providing enrollment and/or release information to schools as requested.
- Oversees the microfilming/digitizing, public notice of destruction, and destruction of student records for the purpose of ensuring that proper and legal guidelines are followed.
- Performs a variety of technical and clerical duties involved in preparing student files for microfilming/digitizing for the purpose of creating permanent student records for efficient accessibility and storage.
- Researches, compiles, monitors, and trains others on data/information storage and use (e.g. student transcripts and records, etc.) for the purpose of ensuring compliance with federal, state, and District reports.
- Responds to inquiries from a wide variety of internal and external parties (e.g. District staff and other school districts, students, state and federal agencies, and the general public) for the purpose of providing information, documentation, materials, and/or direction.

Other Functions

- Attends in-service trainings, staff meetings, workshops, etc. as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: regulations and laws related to retention of student records, modern office practices and procedures; performance of queries and creation of reports from the student information system; concepts of grammar and punctuation; business telephone etiquette; knowledge of District educational software, including SASI and other systems that support on-line enrollment.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: application of regulations and laws related to retention of student records; adapting to changing work priorities; communicating with diverse groups or individuals; maintaining confidentiality; working as part of a team; working with detailed information; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

Keyboarding test and other pre-employment proficiency testing may be required.

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

9/14/2007

Salary Grade

Classified 51

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____