

SCHOOL DISTRICT REGISTRAR

GENERAL STATEMENT OF DUTIES: Acts as the District's Registrar; performs office/clerical/administrative support work for a District administrator; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of a District administrator, the incumbent of this position performs two distinct functions within the school district. In the first capacity the incumbent is the school district's Registrar and is responsible for enrolling all new students in the District, verifying residency and, depending on the District, entering all records and information into the District's data base. Registrations may take place during scheduled times which may include nights and/or Saturdays. In the second capacity, the incumbent performs office/clerical/administrative support tasks, relieving a District administrator of administrative detail not requiring his/her attention. This position requires the ability to work independently and apply good judgement. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Conducts registration of new students to the District during scheduled times which may include nights and/or Saturdays

Provides information to families and responds to inquiries regarding enrollment in the District;

Prepares information and enrollment packets and refers inquiries to the appropriate personnel/school building(s);

Receives and reviews enrollment information and verifies residency, student medical records, birth certificates, transcripts; etc.;

Responds to all communications: telephone, voice mail, and electronic mail;

Performs all office/clerical/administrative tasks for a District administrator, including correspondence, preparing reports and minutes of meetings, scheduling appointments and maintaining files and other material essential for use by the administrator;

Uses automated office systems to prepare letters, reports, memos, electronic spread sheets, databases;

May create files of renters within the District and verifies renewal of leases to ensure continued enrollment in the District;

May maintain the calendar of appointments for the District administrator, ensuring the administrator is apprised of all appointments and changes as well as matters requiring immediate attention;

May enter all enrollment information into the District's database, maintains copies and files and refers materials to appropriate staff, i.e.; medical records to the nurse, IEPs to Student Services/Guidance, etc.,

May refer unresolved issues of residency to the appropriate authority and/or investigators, as directed;

May produce various reports including AT-6 tracking daily attendance, absences and % attendance in the District and within the various schools in the District;

May perform additional duties as required by the Superintendent or his/her designee.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office procedures and terminology; good knowledge of business English, spelling and arithmetic; ability to operate personal computers and software programs such as Microsoft Word, Power Point, Excel; ability to manipulate a standard alpha-numeric keyboard at a rate of 35 words per minute; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software to produce a variety of formats for correspondence, records, reports and maintenance of files; ability to establish and maintain effective working relationships with school district personnel; ability to deal effectively with the public; ability to communicate effectively, both orally and in writing; ability to think logically; ability to plan, organize and efficiently perform clerical functions; initiative; discretion; tact; courtesy, accuracy; resourcefulness; good judgement; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) five (5) years of work experience which must have included the operation of automated office systems to generate reports, correspondence, memos or in the maintenance of databases; or (b) an Associate's Degree in Office Technology, Secretarial Sciences or closely related field and three (3) years of experience as in (a) above; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.