

Union Public Schools Job Description

Position Title: District Registrar
Department: Teaching and Learning
Reports To: Director of Enrollment

FLSA Designation: Non-Exempt

SUMMARY: To assist patrons with the registration of new and returning students to the Union District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Processes In-Person/Online new and returning student Registration following district policies and procedures by reviewing required documents, requesting school records, communicating/following up with parents/guardians in person, by email or by phone.
- Assists patrons through their requested communication language by using identified resources such as electronic translation and translation services.
- Processes and maintains required data such as change of address, legal name changes, change of custody, and contact information.
- Validates and corrects data entry for district, state, and federal reporting.
- Provides leadership, organization, and training in best practice in data management to school sites.
- Contributes to a positive and predictable work environment.
- Attends meetings and trainings offered directly or electronically.
- Takes initiative to learn new skills and innovate by reflecting on services.
- Is available to work during high traffic and extended hours as needed.
- Supports the district goal of 100% graduation and college/career readiness.
- Maintains and transforms systems of service by practicing district core values.
- Reflects regularly with colleagues and school leadership on district goals, performance, and progress.
- Maintains system securities, confidentiality of all information, and protected data.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SPECIAL CONSIDERATION for Technical Skills:

The ability to operate office equipment and knowledge to perform general computer related tasks specific to data entry. These may comprise but not limited to Excel, Outlook, Word, Adobe Acrobat, and data visualization applications such as Microsoft Power Business Intelligence. These are not required but will be anticipated skills to practice.

QUALIFICATION REQUIREMENTS: *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, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High School education required. Job related experience is desired.

CERTIFICATES, LICENSES, REGISTRATIONS: None required but may be applicable to work required. i.e. Technology Certificates, Specialized Training

LANGUAGE SKILLS: Bilingual (Spanish) Preferred but not required. Ability to read interpret technical procedures, or governmental regulations. Ability to write professional correspondence letters and email. Ability to speak clearly and effectively to colleagues, parents, and students.

MATHEMATICAL SKILLS: Ability to count and calculate using fractions, percents, and/or ratios to summarize data.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Must have the ability to schedule calendars; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability to work with a wide diversity of individuals, work with specific, job-related data; and utilize specific, job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines. Specific abilities required to satisfactorily perform the functions of the job include meeting deadlines and schedules.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books. The employee is directly responsible for safety, well-being and work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud. The employee is directly responsible for safety, well-being and work output of other people.