

Union Public Schools Job Description

Position Title: Registrar
Department: Pupil Accounting
Reports To: Executive Director of Pupil Accounting and Grants

FLSA Designation: Non-exempt

SUMMARY: To assist the Executive Director of Pupil Accounting and Grants in a variety of tasks to enhance the smooth and efficient operation of the enrollment center and Federal Programs.

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

- Daily correspondence for the Executive Director of Pupil Accounting.
- Processes all paperwork and work orders.
- Processes daily mail.
- Maintains files.
- Maintains child count forms for Native American students and English as a Second Language students.
- Maintains record of expenditures and balances in all assigned budget accounts.
- Completes and maintains all forms and files relating to student eligibility and enrollment.
- Responds to phone calls and inquires regarding transfers and residency.
- Updates and verifies pupil accounting logs on a weekly basis.
- Distributes all information relating to student insurance.
- Assists in the preparation of required reports in a timely manner.
- Provides up-to-date student information as required.
- Assists with enrollment of students.
- Utilizes Crosspointe computer system to access student information, add enrollment information and create reports.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None

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 graduate or equivalent plus secretarial/office management experience. General knowledge of basic accounting.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Must be able to handle multiple responsibilities simultaneously. Must have strong communication, computer and interpersonal skills. Must have ability to learn and utilize new software programs as systems are upgraded. Typing required with good grammatical spelling and punctuation. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 sit, talk or hear. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception.

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 moderately quiet.