

SECTION 310-N    DISTRICT REGISTRAR  
Job Description\*

QUALIFICATIONS:

1. Minimum of a two-year degree in clerical/office management or five years experience performing, at a high level, the duties and responsibilities associated with this position.
2. Strong organizational, inter-personal, problem solving, and communication (written and verbal) skills, displays initiative, and exercises good judgment.
3. Strong skills in technology. The ability to operate office equipment, such as copier, fax machine, printers, scanner, and multi-line phone. The ability to use Microsoft Word, Excel, database systems, and understand how to search, compile data, and prepare/complete reports/information effectively and efficiently.
4. Skilled at performing duties of a sensitive and confidential nature and able to maintain confidentiality at all times.
5. Demonstrate an understanding of the importance of communication and contributing to the overall public relations of the District.
6. Documentation of a positive attitude, style, and cooperative relationships with others and the ability to effectively work with a wide variety of personalities and situations requiring diplomacy and poise.
7. Has the ability to work independently as well as a cooperative team member.
8. Above average skill in clerical tasks.
9. Skilled at preparing and maintaining accurate records and files.
10. Experience with meeting schedules and time lines.
11. Ability to multi-task.
12. Demonstrate the ability to adapt to changing work situations.
13. Has been able to willingly accept and follow work requests made by supervisor and Central Office Administrators.

## SECTION 310-N    DISTRICT REGISTRAR

REPORTS TO: Director of Business Operations

### GENERAL RESPONSIBILITIES:

Provides direct support for student registration. Provides student information system technical support to parents. Performs data validation for reporting related to student information (e.g. WSLS, ISES, and other state reports) Demonstrates effective public relations and maintains smooth and efficient office operations.

### ESSENTIAL FUNCTIONS:

1. Serves as primary contact in the District Registrar's Office for all student enrollments (PK-12).
2. Update enrollment forms and other documents and make sure most recent versions appear on the school district website.
3. Enter any new students into the Infinite Campus student database system.
4. Enter new students username and password for access to logging into the system.
5. Upload picture of new students into Infinite Campus.
6. Update any changes regarding student address on the Infinite Campus student database system.
7. Initiate immunization process (using the WI Immunization Registry) and create student immunization folders for School Nurse.
8. Track and maintain the movement of students incoming, outgoing and within the district (student record folders, record requests, etc.).
9. Keep WSLS and IC systems up to date throughout the year.
10. Coordinate Open Enrollment procedures (through OPAL) during open enrollment window and throughout the year.
11. Maintain all ISES reports (Year End, 3<sup>rd</sup> Friday, Child Count and Discipline).
12. Maintain parent portal – provide parent/guardian activation key to help create portal account.
13. Assist parents with issues logging into the parent portal.
14. Process criminal background checks on all parent chaperones/volunteers.
15. Complete the 3<sup>rd</sup> Friday of September and 2<sup>nd</sup> Friday of January Membership Counts (PI-1563).
16. Work with schools to organize and process specific relevant materials needed for initial enrollment, annual registration process and building transfers with accurate and timely completion.
17. Maintain up-to-date information on the district web pages and forms for the District Registrar Office.

## SECTION 310-N    DISTRICT REGISTRAR

18. Process and submit the Student Performance Report annually.
19. Assist with online student bus registration.
20. Prepares, completes and submits state and federal reports as assigned.
21. Complete School Census, Common School Fund, and DPI Reports.
22. Develop and maintain and up-to-date binder of critical functions of the position so other could perform these functions using the step by step process outlined in the binder.
23. Maintain confidentiality and loyalty to employer.

### OTHER FUNCTIONS:

1. Promote a positive image of the District at all times.
2. Learn, interpret and apply District policies, law, rules and regulations.
3. Exercise good judgment in recognizing scope of authority and taking responsibility for performance of duties.
4. Perform highly responsible and complex work independently and accomplish administrative detail work with minimal instruction or in accordance with established procedures.
5. Compose correspondences independently.
6. Establish and maintain cooperative relationships with administrators, teachers, other employees and the general public; deal effectively with a wide variety of personalities and situations requiring diplomacy and poise.
7. Understand and carry out complex oral and written instructions.
8. Use correct English usage, spelling, grammar and punctuation.
9. Use a computer to perform clerical tasks and to maintain records.
10. Perform additional responsibilities as assigned.

### Physical Requirements

Incorporate within one or more of the essential functions of this position are the following essential physical requirements:

Ability to see for purposes of reading instructions, labels, and other printed matter and for safe operation of equipment.

Ability to hear and understand speech at normal levels in person and on the telephone.

Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.

SECTION 310-N    DISTRICT REGISTRAR

Ability to operate a computer, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.

Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.

May require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time.

Manual dexterity to operate a telephone and keyboard, lift horizontally and vertically, bend and stoop.

Tests may be administered to determine the extent to which an applicant meets the job description.

1<sup>st</sup> Reading – November 9, 2015  
2<sup>nd</sup> Reading – December 14, 2015  
Approved – December 14, 2015