

# **SOUTH SIOUX CITY COMMUNITY SCHOOLS**

## **REGISTRAR**

<b>Reports to:</b>	<b>Director of Programs</b>
<b>Classification:</b>	<b>Classified</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Terms of Employment:</b>	<b>11 month according to Board Policy</b>
<b>Evaluation:</b>	<b>Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy</b>
<b>Compensation:</b>	<b>Reviewed and established annually by the Board of Education</b>

### **JOB SUMMARY**

The Registrar accurately and efficiently registers students and maintains computerized student records and demographic information. The Registrar will be a promoter, trainer and district-wide authority of the enrollment process.

### **PERFORMANCE RESPONSIBILITIES**

- Bi-lingual skills preferred
- Collect and enter demographic data on new students
- Work with building secretaries and counselors to get new students in appropriate class(es) and enrolled with food service (lunch account, paperwork & pin assignment)
- Coordinate online enrollment at Kindergarten round-up (work with the Principals and Technology Department)
- Coordinate online enrollment sessions in late summer. These are held both at school open houses, special sessions at the city library and secondary schools.
- Track all movements in enrollment, registrations, transfers and withdrawals
- Run daily and weekly reports showing all movement by grade, building and district.
- Develop, maintain and enforce enrollment procedures
- Work with administrators, teachers and secretarial/support staff to make sure demographic data is correct and consistent in order to comply with district and state standards.
- Serve as point of contact on enrollment issues for students, prospective students, parents, administrative personnel, and reporting agencies
- Track address and phone number changes and make sure sibling information is accurate
- Work with administration and building staff to keep a handle on class/section sizes and the NSSRS portal
- Work with administration and building staff to keep a handle on class/sections sizes and division.
- Help with boundary decisions and control based on school and class size
- Help with district attendance reports for monthly statistical report and year-end reporting to state.

### **EDUCATION AND/OR EXPERIENCE**

- Completion of the 12<sup>th</sup> grade or equivalent with five years responsible secretarial/clerkal experience, preferably in a public school setting.
- Public contact
- Basic accounting skills
- Experience with computers and computer software is required.

### **REQUIRED KNOWLEDGE AND SKILLS**

- Curriculum and graduation requirements.
- Operations of a computer, word processing, spreadsheets and experience with PowerSchool a plus.
- Modern office practices, procedures and equipment.
- Applicable sections of State Education Code and other applicable laws.
- Basic statistical and record-keeping techniques.

- Data entry and report generation.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District policies and procedures.
- Service-related people skills

<b>Physical Requirements Registrar</b>		Item is not a requirement of the job NE	Occasional – up to 33% of time NE	Occasional/Essential – up to 33% of time, absolutely essential to the job E	Frequent -- between 34% - 66% E	Continuous -- over 66% of time E
E = Essential NE = Non-Essential						
<b>Stamina</b>						
1.	Sitting				X	
2.	Walking				X	
3.	Standing		X			
4.	Sprinting/Running	X				
<b>Flexibility</b>						
5.	Bending or twisting at the neck more than the average person			X		
6.	Bending or twisting at the trunk more than the average person		X			
7.	Squatting/Stooping/Kneeling		X			
8.	Reaching above the head		X			
9.	Reaching forward			X		
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)				X	
<b>Activities</b>						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12.	Hand/grip strength		X			
13.	Driving on the job		X			
14.	Typing non-stop				X	
<b>Use of Arms and Hands</b>						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)		X			
16.	Finger dexterity (typing or putting a nut on a bolt)				X	
<b>Lifting Requirements</b>						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead		X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder		X			
	Shoulder to overhead	X				
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead	X				
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
<b>Pushing/Pulling</b>						
23.	25 to 50 pounds			X		
24.	51 to 75 pounds		X			
25.	76 to 90 pounds	X				
26.	Over 90 pounds	X				
<b>Carrying</b>						
27.	10 to 25 pounds		X			
28.	26 to 50 pounds		X			
29.	51 to 75 pounds	X				
30.	76 to 90 pounds	X				
31.	Over 90 pounds	X				

