

Fairfield Public Schools

Title: School District's Registrar

Job Purpose Statement: Acts as the district's Registrar; performs office/clerical/administrative support work for a district administrator; does related work as required.

Supervision Received: Receives direction from the Superintendent's office.

Supervision Exercised: As needed

Essential Job Functions:

This position performs two distinct functions within the school district:

- 1) The school district's main Registrar and is responsible for enrolling newest enrollees to the district. Verifying residency and entering all records and information into the district's database.
- 2) Front Desk Reception duties

This position requires the ability to work independently and apply good judgement.

During busy times of the year, this position may require some supervision of those assisting with registrations.

Conducts registration of new students to the district during scheduled times.

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

Provides enrollment information to the appropriate personnel/school building(s).

Receives and reviews enrollment information and verifies residency, student medical records, birth certificates, transcripts, and necessary documents as required.

Responds to all enrollment communications: telephone, voice mail, and electronic mail.

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

Assists Residency personnel to create files of renters within the district and verifies renewal of leases to ensure continued enrollment in the district.

Process transcript requests prior to 1975 graduation. Search microfilm, papervision, and/or paper files, mail or scan and send transcripts.

Process receipts and prepare monthly deposits and maintain excel spreadsheet, quarterly transcript mailings.

Daily coverage at the front desk reception area for the Central Office.

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

Knowledge, Skills and Abilities:

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 work effectively with the public and school district personnel, both orally and in writing; ability to plan, organize and efficiently perform clerical functions with discretion, tact, courtesy and accuracy. The position requires resourcefulness; good judgement and strong initiative. Must be a self-starter, comfortable working independently, with people and numbers, interacting with local police department and personnel, families and the public, and capable of interpreting Board of Education policy to the public in a pleasant and affirmative manner.

Minimum Qualifications Required:

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.

Physical Exertion/Environmental Conditions:

Performs duties in an office environment and is routinely exposed to a computer screen. May be required to lift light to medium weights, for example, ledgers, office supplies, etc. Some degree of stress in meeting report deadlines, dealing with families and the public, and in dealing with requests for confidential information.

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