



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Job Description

Position Title: District Registrar
Employee Group: Administrative Assistant
Classification: AA-L4
FLSA: Non exempt
Supervisory Responsibilities: None
Reports to: Executive Director of Operations

Qualifications:

1. High school diploma or equivalent
2. Ability to communicate effectively and provide excellent customer service
3. Working knowledge of student information systems and state reporting.
4. Advanced computer skills and ability to operate office equipment
5. Ability to assume responsibility, display initiative, think critically and exercise good judgment.

Preferred experience:
Job related experience in a school office
Knowledge of software currently used in the district
Additional training or education

General Responsibilities:

Coordinates the collection, processing, and reporting of accurate district data to meet local, state, and federal requirements. Perform duties resulting in accurate enrollments, student data, and related records. Oversee user security for staff and parent guardian portal users.

Essential Functions: *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

1. Coordinate and optimize collection, processing, and reporting of student data at the building and district level
2. Register new students and families.
3. Process local student data for state data systems. Generate DPI reports on time, working with individual schools to resolve reporting problems.
4. Serve as the primary point of contact for families regarding the parent/guardian portal and to staff as a secondary support for portal issues.
5. Process open enrollment, tuition waiver, and intra-district transfer applications.

6. Conduct the district census.
7. Advise the Director of Technology on training needs for personnel using the student information system. Inform staff of system enhancements and updates.
8. Assist school contacts for the student information system in resolving problems, procuring outside help as needed and requested.
9. Administer routine system maintenance to maintain system functionality at each school site.
10. Organize and maintain an efficient office.

Other Functions

- Follows district policies and promotes a positive image of the District at all times.
- Properly handles confidential matters relating to students, student records, parents, and staff.
- Perform other responsibilities as assigned by the Executive Director of Operations

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities

Written and verbal communication in English; write reports and business correspondence.

Read and interpret documents such as District reporting forms, procedure manuals, and governmental regulations.

Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to effectively present information and respond to questions from diverse groups of administrators, staff, and families.

Ability to apply common sense understanding to carry out instructions furnished in written, verbal, or digital form. Ability to define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Ability to maintain good relationships with others. Good human relations skills.

Knowledge school reporting systems and state requirements.

Ability to use job-related equipment and software.

Adapt to changing work priorities with interruptions.

Physical Demands

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, and turning. Ability to sit for prolonged periods of time.

Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision

abilities required by this job include close vision. Data entry and retrieval requires prolonged periods of standing or sitting and repetitive motion and mental processing are required.

Work Environment

This job is performed indoors in an office setting. The noise level in the work environment is low. Position usually demands meeting deadlines with time constraints and multiple, constant interruptions.

Adopted: 2009

Revised: August 2023