

Bridgeton Public Schools

Job Description

POSITION: District Registrar K-8

QUALIFICATIONS:

1. High School Diploma
2. Background in office operations
3. Knowledge of computers
4. Good communication and interpersonal skills
5. Required criminal history background check and proof of U.S. citizenship.

REPORTS TO: Building Principal/Assistant Superintendent

JOB GOAL: Under the direction of the building principal, registers all K-8 students; cooperates with transportation to assign and transfer students; provides clerical services to maintain a thorough and efficient office (clinic).

PERFORMANCE RESPONSIBILITIES:

1. Registers all K-8 grade students.
2. Collects and copies all registration forms for K-8 students.
3. Processes and enters registration/transfer data.
4. Processes all student incoming/outgoing transfers.
5. Requests incoming student records.
6. Processes student address changes.
7. Verifies and reports information for State reports.
8. Maintains active/inactive reports.
9. Verifies **and updates** data in NJ Smart database.
10. Advertises Round-UP information in local newspapers.
11. Processes all open enrollment requests.
12. **Processes in-district and out-of-district transfers.**
13. **Records enter/exit data for bilingual students in the bilingual program for Power School.**
14. **Processes out-district special education students in Power School.**
15. **Serves as a resource to Registration Secretaries.**
16. **Assists Guidance Secretary with monthly and state reports.**
17. **Is responsible for knowing all regulations associated with student registration and shall conduct district inservices when needed.**
18. Performs other duties as assigned by the Building Principal or designee.

TERM OF EMPLOYMENT:

12 Months. Salary to be determined by the Board of Education.

EVALUATION:

Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.

HVG/et

11-08

JAD/et

1-30-09

2-25-09