



Cicero School District #99

Job Title: Registration Coordinator

Reports to: Executive Director of Data Systems and Assessment

Position Summary: The Registrar Coordinator will provide administrative leadership to the Registrar's Office to plan, coordinate and implement federal and state regulations, and district procedures and policies related to student enrollment, record keeping, and student records

Qualifications & Requirements

- Master's Degree in Education K-12
- Professional Educator License with General Administrative or Principal endorsement
- At least five years of successful experience in school or district administration
- Demonstrated analytical, verbal, and written communication and presentation skills
- Clear understanding of all applicable laws, codes, regulations, policies and procedures
- Must be able to interact effectively with team members, administrators, and staff
- Proficient in computer software, including databases, Microsoft & Google Suite to generate meaningful analytic reports
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Duties & Responsibilities

- Responsible for the organization, coordination, and facilitation of the overall district wide registration process.
- Coordinate registration process development, articulation, and alignment to federal, state and local guidelines.
- Coordinate project management plans associated with the implementation of district and school registration with District and Building administrators
- Coordinate professional development for the Registrar's Office
- Coordinate program evaluations and annual reports, including forecasting student enrollment and future staffing projections
- Assists in the Staffing Projection Process
- Assist with community development programs (promotional events, recruitment events, retention activities)
- Coordinate the yearly update of admission and registration online forms with PowerSchool Registration.
- Communicate with Principal's regarding the registration process.
- Maintain physical and computerized student records, including cumulative folders, filing reports, 45-day screens, and state tests.
- Manage the accuracy, integrity, and confidentiality of student information.
- Oversee the management of enrollment, withdrawals, and transfers.
- Prepare reports and student data information.
- Coordinate all required documentation according to state and district regulations.
- Policies and procedures: Interpreting, applying, and communicating district policies and procedures.
- Establish and enforce security procedures for all records.
- Serve as a liaison between district departments to ensure all federal, state, and local registration requirements are fulfilled

- Prepare yearly budget for Registrar's Office
- Serves as a liaison for McKinney Vento students.
- Other duties as assigned

Working Environment: The job is performed under minimal temperature variations and is generally a hazard free environment.

Physical requirements: Regularly required to sit, stand, walk, talk, hear, operate a computer, other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 25 pounds.

Terms of Employment

Start Date: January 2025
Hours: 8:00am-4:00pm (*At times evening and weekend hours to accommodate district needs*)
Work Year: 12 Months
Compensation: \$90,000-\$100,000
Union Affiliation: Nonunion

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.