VACANCY NOTICE
AMENDED

POSITION: District Registrar
LOCATION: Central Office
START DATE: July 1, 2020
HOURS: 8 hours per day/12 month position
SALARY: OP - Central Office Level 1 - $14.00/hour
QUALIFICATIONS/EXPERIENCE: See attached Job Description

Proficiency Test required at the time of interview

Qualified applicants should complete an online application at www.district100.com. All current employees must submit an application under “Internal Applicants” within five (5) days of the posting date to be considered for this position. Please notify your current supervisor of your intent to transfer.

Posting: April 20, 2020

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status
Education Support Personnel

Job Description

Position: District Registrar

Reports to: Assistant Superintendent

Qualifications/Skills:

1. High School diploma or equivalent
2. Proficient in district management systems to include eSchool
3. Experience with Google Apps for Education and Excel
4. Ability to work well with public and staff
5. Ability to multitask
6. Good computer skills
7. Good organizational skills
8. Must be able to handle all confidential information in a discreet manner
9. Spanish language skills are not required, but welcome

Terms of Employment: Twelve months

Basic Function: Completes all tasks associated with planning and updating the registration process. Meets with and supports families to complete the registration process.

Performance Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.
1. Coordinates and maintains the enrollment process and communicates with supervisor regarding the enrollment process for new and returning families.
2. Meets with new families to the district to complete enrollment.
3. Identifies and facilitates all changes to the online registration process with the software providers.
4. Oversees and maintains graduate and drop records according to state law.
5. Is a district level homeless liaison and coordinates Mckinney Vento paperwork with new students to the district.
6. Processes all address changes for district families.
7. Attends all district level student services department meetings.
8. Records all legal documents for students into eSchool.
9. Performs such other duties as assigned.

**Evaluation:** Performance of the job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of educational support personnel.