



Thompson School District Classified Job Description

FINAL

Job Title: Specialist - Central Registration
Prepared Date: March 2023
Work Year: 260 Days
Department: Learning Services
Reports to: Director of Assessment and Evaluation
Benefits include: Health, dental, and life insurance, PERA retirement, paid time off, extended leave bank, as well as other optional benefit elections.

ABOUT THOMPSON SCHOOL DISTRICT:

The Thompson School District is the 17th largest school district in Colorado, encompassing 362 square miles and serving approximately 15,000 students. The district's territory includes Loveland and Berthoud, plus sections of Fort Collins, Windsor, Johnstown and unincorporated land in Larimer, Weld and Boulder counties. TSD serves students in Pre-K through 12th grade with thirteen school-based preschool programs, a dedicated preschool building, two K-8 buildings, eighteen elementary schools, five middle schools, five high schools, two charter schools and one career campus. Teachers and administrators collaborate with families and community partners to ensure that students are college, career and community ready. Visit the district website at thompsonschoools.org to learn more.

SUMMARY: Responsible for providing oversight and functional management (initiation, implementation, & coordination) of the District Central Registration Office by implementing and maintaining online student registration and enrollment processes and procedures while maintaining positive relationships amongst families, schools, and district departments. Specific responsibilities include, but are not limited to: Tier 2 support for families and direct contact support for school staff, professional development training for school personnel regarding admissions procedures, development and management of registration website content, creation of communication tools and documentation of procedures. Assist Director of Assessment and Evaluation and Chief Academic Officer to ensure alignment in enactment and publication of district registration policies. Integral part of the student information systems and state mandated data collection team, where data quality and confidentiality is of the utmost importance.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Create, implement and oversee the District student registration and enrollment processes including system administration on applications, stakeholder communication, creation of documentation and forms, data quality assurance and support with training.
- Provide Tier 2 technical support for families, TSD staff, and local agencies.
- Process all district registration applications, student data and paperwork through Student Information System (Infinite Campus) in collaboration with, school and district staff to ensure applications are processed in an accurate and timely manner, forwarding on to leadership for legal support, as needed.
- Maintain a high level of confidentiality with student & family information.
- Direct contact for school registrars with registration and enrollment questions and tasks, troubleshooting, as needed.
- Enter, verify, update and monitor data entry and provide training to building personnel on the appropriate collection and maintenance of student data,

working closely with the Data Quality Specialist and TSD Infinite Campus Support Team.

- Research student enrollment issues and involve stakeholders for solutions.
- Work to improve and refine processes, procedures and applications for districtwide consistency and efficiencies (e.g., Google form, automated emails) in implementation through collaboration with team members, other departments, school staff, and families.
- Design, implement and maintain accuracy of the District's Registration website design and content for Online Registration, Choice Enrollment, and other pages as needed.
- Collaborate with team members to create communication and training plans for upcoming projects, including use of applications.
- Ensure data is entered into the Student Information System (Infinite Campus) consistently and accurately by developing and executing processes for formatting, cleaning and maintaining the student data in partnership with other departments and schools.
- Work with team members, other District staff, and administrators in the development, interpretation and enactment of student registration and enrollment policies and procedures to ensure compliance with state laws and District policies.
- Assist Thompson Integrated Early Childhood to implement the Online Registration process.
- Oversee charter schools and program documentation, website references, Google docs and staff training annually.
- Perform other duties as assigned.

JOB QUALIFICATIONS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS, and ABILITY:

- Strong communication and interpersonal skills
- Proficient in Microsoft Office and/or Google Suite, MS Excel and/or Google Sheets required
- Operating knowledge of Student Information System, Infinite Campus preferred
- This position requires application of position knowledge to efficiently provide information requested and follow department guidelines
- Required to maintain confidentiality
- Work is guided by TSD Board Policy, FERPA, Parents rights
- Basic math, writing, communication, and data entry skills.
- Basic knowledge of personal computers.
- Ability to handle multiple tasks, organize, handle basic office management.
- Operating knowledge of fax, printer, copier, and basic computer software required at hire.
- Requires excellent oral and written communication, interpersonal and organizational skills.
- Ability to prioritize multiple tasks effectively.

SUPERVISION/TECHNICAL RESPONSIBILITY:

EDUCATION AND TRAINING:

High school diploma or equivalent, or equivalent combination of education and experience. In addition, post-secondary courses equivalent to one year of college in secretarial and bookkeeping skills, or combination of education and experience.

EXPERIENCE:

Minimum of two years' experience in office work, including data entry and computer skills operating Microsoft Suites. Experience in a district or school office is preferred. Knowledge of student information systems is highly desirable. Over three years' experience in office management or relevant clerical experience. Experience with supervision is desirable.

CERTIFICATES, LICENSES, & REGISTRATIONS:

None.

SAFETY TO SELF AND OTHERS:

- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your building. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.
- All employees of the district are responsible for maintaining a safe and healthy work place and insuring that safety precautions and practices are followed.
- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear. The employee frequently is required to stand; walk; reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

EQUAL EMPLOYMENT OPPORTUNITY:

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age, marital status or disability. The Superintendent is committed to cultural diversity among district personnel as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.