



## Thompson School District Classified Job Description

**Job Title:** Secretary – Central Registration **FINAL**  
**Revised Date:** April 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](http://thompsonschoools.org) to learn more.

**SUMMARY:** Responsible for maintaining the District Central Registration Office. Provide Tier 1 support for families and TSD staff. Clerical duties including data entry and review at the highest level of accuracy.

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

- Work closely with the Central Registration Specialist to maintain accuracy of Student Information Systems.
- Maintain a high level of confidentiality with student & family information.
- Provide Tier 1 technical support and accurate registration information to families in the Central Registration Office via walk-ins, emails, phone calls and voicemails, routing calls, as needed.
- Process district registration applications, student data and paperwork through Student Information Systems (Infinite Campus, Scribbles, etc.) in collaboration with school and district staff to ensure applications are processed in an accurate and timely manner, forwarding on to leadership for support, as needed.
- Support administrative or seasonal data collection projects, including user accounts, and answering emails in regards to parent/guardian access to the Student Information System Parent Portal.
- Maintain kiosk workstations in the Central Registration Office
- Work with the Student Information Systems team to develop procedures and protocols around online registration applications.
- Keep up to date with District policies and procedures involving student enrollment.
- 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:**

- Basic math, writing, communication, and data entry skills.
- Basic knowledge of personal computer.
- Ability to handle multiple tasks, basic office management and have exceptional organizational skills.
- Operating knowledge of printer, copier, and basic computer software required at hire.

**SUPERVISION/TECHNICAL RESPONSIBILITY:**

**EDUCATION AND TRAINING:**

High school diploma or equivalent, plus post-secondary courses equivalent to one year of college in secretarial or administrative assistance, or combination of education and experience.

**EXPERIENCE:**

Three years of experience in office management or relevant clerical experience preferred.

**CERTIFICATES, LICENSES, & REGISTRATIONS:**

None required.

**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; reach with hands and arms and talk or hear. The employee must occasionally 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.**