



TOPPENISH SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: ALE Registrar

TITLE OF IMMEDIATE SUPERVISOR: Deputy Superintendent of Teaching & Learning

WORK DAYS: 260 Days Per Year

HOURS PER DAY: 8 Hours Per Day

BARGAINING UNIT: CACOP

DEFINITION OF POSITION: The Alternative Learning Experience (ALE) Registrar is responsible for managing student enrollment, registration, records, and state reporting requirements for the district's ALE program. This position ensures compliance with Washington State Alternative Learning Experience regulations, district policies, and student information system requirements while providing exceptional customer service to students, families, staff, and community members.

The ALE Registrar serves as the primary point of contact for student records, enrollment documentation, attendance tracking, and reporting, working collaboratively with administrators, counselors, teachers, and district departments to support student success.

TYPICAL WORK:

- Process new student registrations, withdrawals, transfers, and re-enrollments.
- Verify residency, age, immunization records, transcripts, and required enrollment documentation.
- Maintain accurate student demographic information in the district's student information system.
- Ensure enrollment files comply with district, state, and federal requirements.
- Coordinate student intake and orientation procedures.
- Maintain complete, accurate, and confidential cumulative student records.
- Process transcript requests and records transfers in accordance with state and federal regulations.
- Archive and retain student records according to Washington State records retention schedules.
- Monitor and update graduation requirements, credits, and student status as assigned.
- Ensure compliance with the Family Educational Rights and Privacy Act (FERPA).
- Maintain documentation required under Washington State ALE regulations.
- Assist with monitoring monthly student progress documentation.
- Maintain student learning plan records and required documentation.
- Support state audits by organizing and maintaining compliance records.
- Assist administrators with ALE reporting deadlines and compliance requirements.
- Maintain accurate daily attendance and enrollment records.
- Monitor attendance trends and notify appropriate staff of concerns.
- Generate reports related to enrollment, attendance, withdrawals, and student demographics.
- Enter and verify student data for state and district reporting.
- Assist with enrollment counts and monthly reporting requirements.
- Serve as the primary contact for families regarding enrollment and student records.

- Respond professionally to inquiries from parents, students, staff, and outside agencies.
- Assist families with registration requirements and documentation.
- Maintain positive working relationships with students, families, and district personnel.
- Prepare correspondence, reports, forms, and other documents.
- Schedule appointments and assist with student registration meetings.
- Maintain office files and confidential records.
- Order and maintain office supply as needed.
- Assist with special projects and district initiatives.
- Work is performed primarily in an office environment with frequent interruptions requiring flexibility, attention to detail, and the ability to manage multiple tasks while maintaining confidentiality.
- Perform other duties as assigned.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or GED **required**.
- Associate degree in Business Administration, Office Administration, Education, or related field **preferred**.
- Valid Washington State driver's license **required**.
- Minimum of two (2) years of progressively responsible clerical or administrative experience, preferably in a school setting.
- Experience using Qmlativ/WSIPC or similar student information systems **preferred**
- Knowledge of Washington State enrollment procedures, ALE requirements, CEDARS reporting, and student records management is **preferred**.
- Excellent written and verbal communication skills.
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- Bilingual (English/Spanish) **preferred**.
- Ability to sit for extended periods.
- Frequent keyboarding and computer use.
- Ability to communicate effectively in person and by telephone.
- Ability to occasionally lift up to 25 pounds.
- Ability to move throughout school and district facilities.
- Must be able to pass a Washington State Patrol/FBI Criminal History Background Check.
- Sexual Misconduct Disclosure Clearance (if applicable).