



City of St. Charles School District

REGISTRAR

Reports to:	Building Principal
Classification:	Classified
FLSA Status:	Non-Exempt
Terms of Employment:	246 days, which shall include 8 paid holidays according to Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

The Registrar performs all duties associated with student enrollments/withdrawals, dispatching records, maintaining files, maintaining student database, customer service, and related office duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Maintains accurate entry and withdrawal information in district system.
- Maintains accurate accounting of student records.
- Assists with computer data input and research.
- Coordinates events for Report Card distribution.
- Assists with master schedule preparation
- Maintains confidentiality, unquestionable integrity.
- Can prioritize multiple tasks, work effectively under stress, meet short deadlines and take direction.
- Can produce accurate work with frequent interruptions.
- Serves in a liaison capacity between the school building/department and the public.
- Maintains accurate student files.
- Coordinates, assists and prepares building/department reports and correspondence.
- Assures coordination of both verbal and written information to building/department employees.
- Provides accurate, timely and courteous information; routes calls to appropriate staff; handles calls forwarded from staff when unsure who handles an issue.
- Completes special projects as assigned.
- Attend/Complete District PD and training.

SUPERVISORY RESPONSIBILITIES:

Not Applicable.

QUALIFICATIONS AND REQUIREMENTS:

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.

EDUCATION AND/OR EXPERIENCE:

- High school graduate (GED); some college preferred
- Experience in organizing varied and involved projects.
- Experience in working effectively with administrators and other staff personnel.
- Experience with the operation of computers and software.

COMMUNICATION SKILLS:

- Ability to write accurate reports, business correspondence consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals consistent with the duties of this position.
- Ability to compute rate, ratio, and percent consistent with the duties of this position.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Must have strong communication, computer and interpersonal skills.
- Must have ability to learn and utilize new software programs as systems are upgraded.
- Must have excellent keyboarding skills and good grammatical spelling and punctuation.
- Must pass a written secretarial test.
- Ability to apply knowledge of current research and theory in specific field.

- Ability to establish and maintain effective working relationships with staff and school community.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties in full compliance with all district requirements and Board policies.

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The employee continuously is interacting with the public and staff.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Registrar
Revised SY 2004-2005
Revised SY 2022-2023