

# Stow-Munroe Falls City School Dis Central Office Registrar (1433)

## JOB POSTING

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### Job Details

*Title*

**Central Office Registrar**

*Posting ID*

**1433**

*Description*

**STOW-MUNROE FALLS CITY SCHOOL DISTRICT**

Posting due to employee resignation.

#### JOB DESCRIPTION

**Job Title:** Registrar

**Location:** Central Office, Stow-Munroe Falls City School District

**Time:** 9:00am-4:30 pm

**Reports to:** Superintendent or Designee

#### **Position Summary:**

The Stow Munroe Falls School District Central Office Registrar manages and maintains accurate student records, facilitates student enrollment and withdrawals, and ensures compliance with district, state, and federal regulations. This role is vital in supporting students' educational experience by ensuring all student data is appropriately recorded, accessible, and secure. The Registrar works closely with school administrators, staff, and families to provide excellent customer service and ensure the smooth operation of student registration and record-keeping processes.

#### **Key Responsibilities:**

- Oversee the entire student enrollment process, including new student registrations, transfers, and withdrawals, ensuring all required documentation is complete and accurate.
- Maintain and update student records in the district's student information system, ensuring accuracy and confidentiality in accordance with district policies and regulations.
- Input, verify, and manage student data, including attendance, grades, and demographic information, to support district reporting and compliance requirements.
- Process and fulfill requests for student transcripts, ensuring timely and accurate delivery to students, parents, and external institutions.
- Ensure all student records and processes comply with local, state, and federal regulations, including FERPA (Family Educational Rights and Privacy Act) guidelines.
- Generate and provide various reports related to student enrollment, attendance, and demographics as required by district administration or regulatory agencies.
- Serve as a primary point of contact for parents, guardians, and school staff regarding student records, enrollment procedures, and related inquiries.
- Work closely with school counselors, administrators, and other district personnel to ensure seamless communication and support for students and families.
- Conduct regular audits of student records to ensure data accuracy and completeness.
- Provide additional support to Central Office staff and administrators, particularly during peak enrollment periods. ? Maintains open/effective communications.

? Serves as a reliable information resource.

? Provides prompt notification of personal delays or absences.

? Refers policy interpretation questions to an appropriate administrator.

? Seeks clarification when directives are unclear.

? Uses active listening/problem-solving techniques.

? Respects diversity.

? Resolves issues tactfully.

- Pursues opportunities to enhance personal performance.

? Keeps current with professional standards associated with work duties.

? Updates skills as needed to use task-appropriate technology effectively.

- Takes precautions to protect student and staff safety.

? Helps supervisors manage risks.

? Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse, or neglect.

- Performs other specific job-related duties as directed.
- Helps implement workplace initiatives that advance organizational goals.

**Qualifications:**

- A high school diploma or equivalent is required; an Associate's or Bachelor's degree in a related field is preferred.
- Minimum of 2-3 years of experience in a school district, educational institution, or office setting, preferably in student records or registration.
- Strong organizational skills with exceptional attention to detail.
- Proficiency in using student information systems, databases, and office software (e.g., Microsoft Office Suite). ? Excellent communication skills, both written and verbal, with the ability to interact effectively with students, parents, and staff.
- Ability to handle sensitive information with the highest level of confidentiality and professionalism. ? Knowledge of FERPA regulations and other relevant legal requirements is preferred.
- Ability to work independently and manage multiple tasks with competing deadlines.

**Working Conditions:** Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws, and district protocols if duties involve any of the following situations:

- Office environment with occasional interaction with students and parents.
- Primarily a desk job with regular use of computer systems.
- Interaction with individuals exhibiting challenging behaviors such as anger, rudeness, or unpleasantness. ? Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors, and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or infectious diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching. ? Operating and/or riding in a vehicle. Working in proximity to vehicular traffic.
- Performing complex tasks that require skill, physical strength, and stamina.
- Traveling to meetings and work assignments.
- Working in confined spaces, and/or under diminished lighting.

The Stow-Munroe Falls City School District is an equal opportunity employer. This document identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. Employee performance is evaluated according to board policy, administrative procedures, and current contractual agreements.

Staff members shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings, helping to instill in students the belief in and practice of ethical principles and democratic values.

*Shift Type*

**Full-Time**

*Salary Range*

**\$20.84 / Per Hour**

*Location*

**CENTRAL OFFICE ADMINISTRA**

**Applications Accepted**

*Start Date*

**08/21/2024**

*End Date*

**08/25/2024**