

Title:

Student Census and Registration Specialist -
of student records at the district level and assisting with the processing of new/existing student
registrations. Works independently in the performance of all functions necessary to maintain an
efficient and organized office in a professional and confidential manner.

Essential Functions:

Census, Registration and Enrollment Responsibilities

Manages and maintains student records and information within the district student
information system.

Works closely with building enrollment secretaries and registrars to ensure accurate
demographic and enrollment information.

Works with the Department of Assessment, Research and Evaluation to assist with
Reporting.

Responsible for the post registration and enrollment cleanup data within the Student
Information System for the purpose of State Reporting.

Facilitates the maintenance, collection, and delivery of student transcript/record requests.
Maintains and provides records for former students (i.e transcript requests).

Assists with new secretary training and procedural support.

Assists with data acquisition for Student Services.

Assist with Online Registration and Enrollment documentation from incoming families.

General Responsibilities:

Maintains confidentiality as prescribed by district policy and FERPA.

Collaborates and works in partnership with all department members.

Ability to react and change productively to handle essential tasks as assigned.

Qualifications:

1. Education Level: High School Diploma or equivalent
2. Certification or Licensure: None
3. Experience desired School registration/enrollment and student information system experience desirable.
4. Other requirements:
 1. Excellent oral and written communication skills including correct spelling, grammar, and punctuation usage.
 2. Excellent computer skills including experience working with MS Office tools, Google Suite, Email, electronic calendars, and the Internet while having the desire and initiative to learn other programs.
 - 3.