

Title: Student Census and Registration Specialist - 12 Month

Reports to: Director of Student Services

General Summary:

The Student Services Specialist for Census and Registration is responsible for the maintenance 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 accuracy of demographic and enrollment information.
- Works with the Department of Assessment, Research and Evaluation to assist with State Reporting.
- Responsible for the post registration and enrollment clean-up of 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.
- Answers phones, greets visitors, takes and distributes messages, responds to requests for information in accordance with district policy, and assists with written and electronic communications to parents, students, staff, and public using tact, courtesy, and professionalism.
- Performs other duties 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. Ability to establish, maintain and support cooperative working relationships with staff and other stakeholders.
 4. Analytical and problem solving skills with the ability to multitask.

Special Requirements:

	Occasional 0 - 32%	Frequent 33 - 66%	Constant 67% +
Standing		X	
Walking		X	
Sitting			X
Lifting 15-20 lb max.	X		
Carrying .. 50 feet	X		
Pushing / Pulling	X		
Climbing / Balancing	X		
Stooping / Kneeling / Crouching / Crawling	X		
Reaching / Handling		X	
Speaking / Hearing			X
Seeing / depth perception / color			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor or building principal as delegated by the Superintendent of Schools.

Revised: November 2023