

# Cochrane-Fountain School District – Job Description

## Title: School Registrar – Full-Time, 12 months

### Summary

The school registrar is responsible for keeping and maintaining accurate student and staff records in the district's student management system and reconciling these records with the DPI WISE data system. This position also provides support for the guidance department and the district in general.

### Essential Duties and Responsibilities

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

### Record keeping

- Main user and data entry provider for student management system
- Manage and input new student and staff accounts into student management system.
- Maintain and update staff and student records in student management system.
- Verify integrity and correct student data in DPI WISE system
- Plans and develops strategies for maintenance and upgrading of academic information infrastructure.

### Guidance Support

- Provide student management system technical support and data entry for guidance department.
- Coordinate transfer of student information with other school districts.
- Assist in generating and sending requested transcripts.
- Provide general clerical support for guidance department.
- Assist in the preparation of school events such as graduation and spring awards banquet.

### School support

- Contact, coordinate, and support substitute teachers and aides
- Support field trip requests
- Assign and maintain records for student lockers.
- Create and maintain all paper and online school forms, including the student handbook.
- Process student work permits.
- Support the enrollment of new students including the Pre-3 Program.

### General Clerical Duties

- Provide general information to the public
- Provide support for other secretarial staff.
- Order and maintain office and printer supplies.
- Perform assigned office routines.

### Professional Responsibilities

- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, etc., that pertain to job responsibilities.
- Actively participate in in-service and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.

- Know and comply with all school district policies and procedures.
- Adheres to all state, federal, and legal requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Perform other duties as assigned by Administration.

#### **Typical Physical Requirements**

- Exertion of 30-60 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent standing, walking, reaching, grasping, holding.
- Occasional stooping, crouching, kneeling, and crawling.

#### **Qualifications for Employment**

##### *Required*

- High School Diploma or GED
- Effective oral and written communications
- Organizational and time management skill
- Interpersonal skills

##### *Prefer*

- Working knowledge of Infinite Campus and WI DPI WISE data system
- Additional administrative assistant coursework
- Experience/training in word processing and/or computer technology
- Recent responsible office experience

#### **Terms of Employment**

Employment is full time, 12 months. Salary, benefits, and other compensation to be recommended by the Superintendent and approved by the School Board.

#### **Evaluation**

Annual evaluation to be completed by the Principal.

**Adopted by the Cochrane-Fountain City School Board: 2/17/2021**