**DAWSON SPRINGS INDEPENDENT DISTRICT JOB DESCRIPTION**

**CLASS TITLE: REGISTRAR / ENROLLMENT CLERK Class Code 7885**

**BASIC FUNCTION:**

 Maintain complete and accurate records for students in school district Central Office.

**REPRESENTATIVE DUTIES:**

* Maintain confidential files and records.
* Maintain and update student demographic information in computer.
* Assist school nurse in obtaining, verifying and maintaining student health records such as immunizations; notify parents if additional information is needed.
* Assist the public and District employees in completing forms, applications and other District, State and federal forms and documents.
* Enroll new students and assign to proper grade level; submit proper forms and information to the appropriate school.
* Maintain a variety of records and files related to assigned office including attendance and enrollment data; compile information from a variety of sources and prepare summaries and reports.
* Complete and transmit monthly reports as assigned.
* Assist with notification of truancy.
* Establish and maintain Power of Attorney documentation.
* Process Home/Hospital forms and assign teacher.
* Withdraw students according to established procedures in student database.
* Process requests for driver verification forms.
* Assure the timely duplication and distribution of a variety of records, reports and other materials as directed.
* Perform clerical duties such as typing, filing, record keeping, and information processing; assist with special projects as needed.
* Receive visitors; answer telephone and refer telephone calls and visitors to appropriate personnel; answer questions and provide information and directions or explain policies and procedures.
* Provide daily courier services between Board of Education office and schools; sorting and delivering mail, purchase orders, payroll items, etc.
* Operate office equipment including a computer terminal and printer, copier, fax, typewriter and calculator.
* Perform related duties as assigned.

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**KNOWLEDGE AND ABILITIES:**

 **KNOWLEDGE OF:**

* Accurate record-keeping methods and practices.
* Basic knowledge of data processing and computer output readings.
* Modern office practices, procedures and equipment including filing, statistical record-keeping and typing.
* Correct English usage, grammar, spelling, punctuation and vocabulary.
* Reading and writing communication skills.
* Applicable sections of State Education Code and other applicable laws.
* Interpersonal skills using tact, patience and courtesy.
* Telephone techniques and etiquette.
* District organization, operations, policies and objectives.
* State regulations regarding health records and confidentiality.

 **ABILITY TO:**

* Perform complex clerical tasks involving independent judgment and requiring accuracy.
* Establish and maintain official permanent records of students.
* Read, interpret, apply and explain rules, regulations, policies and procedures.
* Post, check and maintain file and statistical records accurately.
* Establish and maintain cooperative and effective working relationships with students, staff and the public.
* Add, subtract, multiply and divide quickly and accurately.
* Operate office equipment including computer terminal and printer, copier, fax, typewriter and calculator.
* Type at an acceptable rate of speed.
* Work independently with little direction.
* Meet schedules and time lines.
* Work confidentially with discretion.
* Communicate effectively both orally and in writing.

**REPORTS TO:**

* Superintendent;
* Maintains daily collaborative working relationship with the DPP and each school administrative team.

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**EDUCATION AND EXPERIENCE:**

 Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years of responsible clerical experience including one year experience working with student records. Must meet the requirements for a criminal record check as specified by Kentucky state law. Must meet health requirements as specified in District Policy.

Employee signature Date

Pending Board approval