|  |  |  |
| --- | --- | --- |
|  | **JOB TITLE** | SCHOOL FAMILY CARETAKER (REGISTRAR) |
| **REPORTS TO** | BUILDING PRINCIPAL/DIRECTOR OF FAMILY CARETAKING (DPP) |
| **SALARY SCHEDULE/GRADE** | FAMILY CARE SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 7.5 HOURS PER DAY |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7862 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

|  |
| --- |
| **QUALIFICATIONS** |
| 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 one-year experience in working with children in an organized setting. |

|  |
| --- |
| **POSITION SUMMARY** |
| Creates strong, welcoming relationships with Nelson County Schools families and students. Provides stakeholders with clear and precise collection of data that supports schools and district staff in regards to attendance, enrollment, home hospital, out or area/district, truancy, and homeschool. |

|  |
| --- |
| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

|  |
| --- |
| **PERFORMANCE RESPONSIBILITIES** |
| Communicate and maintain effective relationships with students, parents, staff, and public. |
| Keep accurate attendance records for the building. |
| Record student absences, tardies, and use of parent notes, in Infinite Campus. |
| Care for families by contacting guardians when a student has used all parent notes, has been absent for more than 3 consecutive days, or to communicate other attendance concerns. |
| Support and oversee the process for out of area and out of district applications for assigned school; communicate with school team and families. |
| Complete monthly attendance reports for the schools to meet state guidelines. |
| Support auditing and processing of enrollment, attendance, and transfer records as necessary to ensure compliance with applicable laws for student record keeping. |
| In support of the DPP, serve as a liaison between the schools and the parents, the courts, community agencies and police authorities. |
| Maintain data for truancy and communicating with school A-team. |
| Keep student records and digital and cumulative folders up to date and accurate. |
| Apply and explain policies and procedures related to school and program activities to families, students, and school community. |
| Create and maintain an enrollment process that aligns with the district mission and vision. |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance. |
| Maintain appropriate professional appearance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

|  |
| --- |
| **KNOWLEDGE AND ABILITIES** |
| Ability to connect and partner closely with the Nelson County community.  Ability to build relationships, build training programs for staff, and assist in data collection and report running in multiple areas.  Ability to strategically plan in collaboration with others towards the NCS District Mission.  Knowledge and experience working with Infinite Campus and data collection and analysis. |

|  |
| --- |
| **PHYSICAL DEMANDS** |
| Physical movement.  Communicate effectively using speech, vision, and hearing.  Use of hands for simple grasping and fine manipulations.  Bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. |