

District Registrar, S5/12

JOB DESCRIPTION

POSITION TITLE MINIMUM

District Registrar, S-5 Secretary/12 months

Some College preferred

QUALIFICATIONS

(Including Certification, Endorsement, Licenses or Certificates Required)

Proficient in Microsoft Word, Excel and experience with SASI preferred

Excellent secretarial and computer skills

Strong organizational and interpersonal skills along with tact, diplomacy, initiative, discretion and phone skills

Ability to multitask and work under pressure

Willing and able to learn new skills

Excellent writing and organizational skills

Able to interact with the public in a positive manner

Some familiarity with state statutes regarding domicile

Required criminal history background check

Proof of U.S. citizenship or legal resident alien status

REPORTS TO

JOB GOAL(S)

(Including Relationship to District Goals)

Assistant Superintendent for Administration
Implement and maintain the District's centralized student registration and residency processes. Present a positive image of the District to all potential students and families.

JOB RESPONSIBILITY AND AUTHORITY

Assists the Director of Planning and Assessment in creating registration and residency processes that are efficient, expedient and in accordance with N.J.A.C.6A:28-2.4 through 6A:28-2.10. Oversees the residency officer, appears in court on behalf of the District and all other residency verification processes.

PRIMARY RESPONSIBILITIES

1. Register resident and affidavit students including entering and verifying all student registration information into both SIMS and SASIxp.
2. Produce registration and residency reports as needed.
3. Oversee the update of student addresses in District database and verifies zoned school assignments.
4. Correspond and consult with Board attorneys on a regular basis regarding registration and residency issues.
5. Conduct detailed investigation of all residency, affidavit, and court claims.
6. Oversee the residency officers including their workload and payroll information.
7. Organize and maintain all correspondence and communication regarding residency (including lease updates) and affidavit students.
8. Prepare Board hearing materials including time line of residency checks, background materials and attend Board hearings.
9. Testify in court as to parent's/student's domicile within the District.

WORKING RELATIONSHIPS Interacts with parents, students, District staff, District

OF THE POSITION administrators, attorneys, Board members, residency officers, DYFS caseworkers, Administrative Law judges, and municipal authorities.

TERMS OF EMPLOYMENT 12 Months

Salary to be determined as per SOMEA Contract