



# Steel Valley School District

## INTERNAL EMPLOYMENT OPPORTUNITY

The following employment opportunity is available to current district employees.  
Interested candidates should forward a letter of interest and resume to [hrsupport@steelvalleysd.org](mailto:hrsupport@steelvalleysd.org)

### EDUCATION SUPPORT PROFESSIONAL

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#### REGISTRAR

Districtwide  
Job Description attached

#### SALARY

Per Current Collective Bargaining Agreement

*CLOSING DATE TO APPLY IS NOON ON JANUARY 23, 2024*

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## **REGISTRAR JOB DESCRIPTION**

HOURS: 8 hours per day  
WORK YEAR: Yearlong

### **Qualifications**

1. High school diploma
2. Demonstrate aptitude for the work to be performed.
3. Warm personality
4. Ability to work with others

### **Reports to**

Assistant Superintendent

### **Responds to District Administration**

### **Job Goal**

Ensure accurate residency for all students enrolling in the district and accurate input of information into the student information system for charter students. Assist in monitoring charter bills and assist administration in recruiting charter students back to the district. Additionally, ensure accurate personal time off records for all employees by administering absence tracking system and making periodic corrections.

### **Supervises**

None

### **Position Requirements**

#### **Physical demands**

Frequent walking through the building  
Often sitting at desk for extended periods  
Standing for extended periods  
Moderate lifting from 15 to 30 pounds  
Manual dexterity to use office equipment  
Repetitive movement of fingers and hands

#### **Sensory abilities**

Visual acuity to read correspondence, computer screen  
Auditory acuity to be able to communicate with students/parents/staff  
Ability to speak clearly and distinctly

#### **Work environment**

Generally in a classroom/building setting with occasional time spent checking residency at homes within the district.

#### **Temperament**

Ability to work as a member of a team  
Must be courteous and able to effectively work with people

Must be cooperative, congenial, and service oriented

**Qualities in the school**

Ability to work in an environment with frequent interruptions

**Cognitive Ability**

Ability to follow written and verbal directions

Ability to read and write

Ability to exercise good judgment in prioritizing tasks and helping people

Ability to communicate effectively with all staff, students and public

**Comments**

Position holder must have a friendly, helpful caring personality.

Position holder must successfully pass all tests and clearances required for employment.

Position holder works under the supervision of the Assistant Superintendent.

Position holder will not divulge any personal information concerning any student or staff member except to school administrator (confidentiality).

**Performance Responsibilities**

1. Work with district administration to resolve residency and attendance issues
2. Work collectively with building administration to ensure the student attendance letter process is working for truant students
3. Conduct audit of enrollment and attendance to assure compliance with applicable laws and district policies.
4. Process all paperwork necessary for new enrollments and reenrollments in the district and request records from prior districts
5. Advise district administration of school age children not participating in and not attending the regular school programs as required by law
6. Initiate proceedings against any parent, guardian or person in parental relationship for violations of compulsory attendance requirements
7. Work with guidance counselors, principals, school resource officers and probation officers on truant student issues.
8. Review all invoices to verify that students enrolled at other schools are residents of Steel Valley and all appropriate records are provided to enroll the student in a charter school in the student information system.
9. Work as the lead liaison for families who wish to develop a relationship with the school district
10. Provide appropriate information to building principals and counselors for students either attending charter schools or looking to enroll in charter schools
11. Work with the Assistant Superintendent to offer the Steel Valley Online Academy to students who are attending cyber/charter schools or are looking to enroll in a cyber/charter school.
12. Work with principals, counselors and administrators on efforts to bring students back to the school district.
13. Assist staff in correcting time off in attendance system.
14. Serve as administrator of the time off system and ensure balances are accurate, adjusted correctly, including rolling over year balances

**Public Relations**

- a. Present a pleasant and professional demeanor and appearance
- b. Communicate in an effective professional manner
- c. Exercise courteous and professional manners
- d. Promote Steel Valley schools, students and staff

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his or her supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the required duties.

**Evaluation**

Performance on this job will be evaluated annually in accordance with the provisions of the applicable policies of the school district.

Steel Valley School District is an equal opportunity education institute and will not discriminate on the basis of race, color, national origin, age, sex and handicap in its activities, programs or employment practices in accordance with Federal and State statutes and regulations.

I have read and understood the above job description:

Signature:

Date: