

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

JOB DESCRIPTION

District Wide Registration Coordinator

Supervisor: Superintendent

FLSA Status: Non-Exempt

Employee Group: Differential

Qualifications:

1. High School diploma or equivalent
2. Knowledge of Microsoft Office
3. Knowledge of common office software and equipment use

Terms of Employment:

- One-time Stipend

Duties and Responsibilities:

1. Assist Administration in overall planning, set-up, operation and tear down of district wide registration process.
2. Planning registration logistics (ex: supplies, menus, room utilization, technology, posters and set-up, etc.).
3. Compile and organize district and building-specific forms used for registration.
4. Schedule, assign and organize training sessions for staff working registration.
5. Organize clean up and organization of materials post-registration.
6. Receive and submit timesheets to payroll for payment.
7. Keep current with best practices and requirements as they relate to your job assignment.
8. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.
9. Represent the Harlem School District in a professional manner.
10. Utilize an appropriate range of strategies and resources encompassing all forms of diversity while promoting equity and inclusion.