

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Registrar - Middle School

Supervisor: Building Administrator

FLSA Status: Non-Exempt

Employee Group: Secretarial

Qualifications:

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

Terms of Employment:

- Twelve (12) month contract
- Eight (8) hours per day

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Communicate effectively by phone or in person with parents, staff and community members in a friendly and professional manner.
2. Assist with the registration including the collection and data entry of all student fees.
3. Maintain permanent student and family records including sending copies and transcripts to authorized parties.
4. Issue and send work permit applications to the state.
5. Enter requisitions for building purchases and maintain purchase order records.
6. Maintain supplies inventory of main office personnel, verify accuracy of orders and update records.
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.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.