



Job Title: Enrollment and Student Information Registrar

Department: Accountability
Reports To: Executive Director of Enrollment and Student Information
Grade: CA-09
Number of Days: Varies
Security Access: ESC
Current Date: March 28, 2017
Overtime Status: Non-Exempt

Job Objectives: Assist with Enrollment and Student Information Department processes to include: student enrollment, student records, transfers, attendance, graduation/credit requirements, transcripts, assessment, suspension, drop-outs/truancy reports, trend data reports, state reports, and surveys. Ensures accuracy. Assists with research projects as may be required. Communicates on a positive basis with patrons and school personnel and students.

Minimum Qualifications:

- High School diploma or equivalent.
- College credit or degree preferred

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assist with the daily operations of the student transfer process.
- Enroll students. (10%)
- Facilitate the enrollment of all DHS and foster students.
- Assist with the enrollment of Foreign Exchange students.
- Assist with the development, planning and facilitation of attendance clerk training sessions.
- Monitor and assist with the tracking of inactive students, encouraging their return.
- Monitor and assist with updating attendance records, exit codes, exit comments, truancy records, and other district reports. (10%)
- Prepare documents for court dockets.
- Monitor and assist school sites to ensure that all district and state regulations and guidelines are followed. (10%)
- Monitor and assist registrars and attendance clerks to ensure accuracy of data. (10%)
- Assist with monitoring the daily operations of the attendance and enrollment processes.
- Monitor and assist with cumulative records and student transcripts. (10%)
- Assist with the daily operations of the student record process. (10%)
- Assist with the maintenance of the depository for active and inactive student records.

- Prepare and print all documents relating to student records. (10%)
- Provide timely information and referral services to internal and external customers about student records, attendance, transcripts, withdraw/homeschool options and/or alternative (innovative) education programs and services. (10%)
- Ensure that all student record files are organized, accurate, current, and in compliance with applicable school law, board policy and department practice. (10%)
- Assist with state reports: class size, accreditation, FQSR, ASR, dropout, transfers, etc. (10%)
- Complete any trend data reports as assigned.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Knowledge of School Laws of Oklahoma, OSDE Accreditation Standards and Tulsa Public Schools Board Policy as they relate to student records, attendance, graduation rate, suspensions and drop outs.
- Extensive knowledge of computer skills including but not limited to: Microsoft Office – Access, Excel, Outlook, PowerPoint, Publisher and Word; and District and State student information management systems.
- Effective oral and written communication skills.
- Ability to balance multiple projects within a data driven accountability environment.
- Ability to collect, evaluate, and analyze data from a variety of sources and use this knowledge to make recommendations.
- Ability to translate Department and District goals into every day work activities.
- Ability to consistently implement District accountability policies and procedures.
- Ability to maintain confidential information.
- Demonstrate self-discipline and initiative.

Supervisory Responsibility: Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- N/A

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