



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

### **Job Title: Registrar, Indian Education**

**Reports to:** Indian Pupil Coordinator  
**Department:** Indian Pupil Education  
**Number of Days:** 12 Months  
**Compensation:** CA-6  
**Overtime Status:** Exempt  
**Date Job Revised:** June 16, 2010

**Position Summary:** Responsible for TPS Indian student enrollment and files.

#### **Qualifications/Job Requirements:**

##### **Education:**

- High school diploma

##### **Specialized Knowledge, Licenses, etc:**

- Knowledge of federal programs, federally-recognized tribes, and urban Indian community.

##### **Experience:**

- Office and computer network applications experience.

##### **Specific Training/Skills:**

- Strong knowledge of MS Windows and computer network applications.

##### **Physical Requirements (If Applicable):**

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##### **Other:**

- Excellent communication and people skills and positive attitude.

#### **Scope of Authority (If Applicable):**

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#### **Customer Contacts:**

- Internal: Staff, schools, Pupil Accounting, ISS.
- External: Parents, Tribal entities, community organizations.

#### **Duties and Responsibilities:**

- Identifies, records, and enrolls eligible Indian students in the Indian Pupil Education Program.
- Responsible for Title VII, Creek and Cherokee JOM, Cherokee Motor Vehicle Tag Allocation, and Choctaw Star Program student counts. Funding is based on these counts.
- Utilizes MS Access and TPS mainframe for student information/accountability in tracking and cross-referencing for five (5) different databases.
- Reports information to IPE Coordinator and JOM Co-Partners, Creek and Cherokee Nations.
- Maintains database for Cherokee Nation of Oklahoma tribally enrolled citizens enrolled in TPS to obtain revenue for the District.
- Attends In-service training at the Muscogee Creek Nation and Cherokee Nation to acquire updates in policies of federal guidelines.
- Knowledge of federally-recognized tribes and Alaska territories/villages.
- Corresponds with tribal entities to expedite data to service Indian students in the District.
- Receives all forms of communication regarding Indian students. Disseminates all required information to eligible student, families, participating schools and tribes.
- Performs other tasks assigned by the IPE Coordinator.
- Maintains confidentiality of student files.
- Works cooperatively with all schools, staff, and public.