

Williams Bay School District

Position Title: District Registrar / Clerical Assistant

Reports to: District Administrator, Building Principals, and Student Services Personnel

Job Goal:

To perform all clerical and registrar duties pertaining to the Williams Bay School District.

Required Qualifications:

- Associate Degree preferred
- The ability to maintain confidence in privileged information of clientele.
- Proficiency in word processing, spreadsheets, and student management system.
- Working knowledge of office procedures, the operation of common office equipment and machines, and competency in the use of computers and related software.
- Ability to work with and communicate effectively with students, staff, and the public.
- The ability to answer the telephone and take and relay messages.
- Ability to function independently with a moderate degree of supervision.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Performance Expectations:

- Strong human relation skills
- Establish and maintain effective public and working relationships.
- Exercise judgment and discretion in applications involving student information.
- Complete understanding of and ability to use the student information system for maintaining and reporting.

- Understand state/federal reporting (e.g. WSLs/ISES, Free and Reduced Lunch Program Application, etc.) and the fields that are related to such reporting (Gender, date of birth, entry withdrawal, etc.)

General Responsibilities:

- Serve as the primary contact for the enrollment of all students (4K-12)
- Maintain student data and records (enrollment, courses, addresses, etc.) in the student information system.
- Provide student information system helpdesk support to district staff. Add new staff to Skyward, assign rights, update course information.
- Track and maintain the movement of students incoming and outgoing (Student record folders, records requests, etc.) and coordinates IEP requests with the Director of Special Education
- Maintain all OPAL enrollment data.
- Assist with state reporting requirements including transportation, open enrollment, pupil counts, etc. Verify the accuracy of data in WISE (DPI) and ensures all data is accurate for the required annual WI DPI Data Snapshots
- Work with school secretaries to organize and process specific relevant materials needed for initial enrollment, and annual registration process with accurate and timely completion (e.g., regular, special education, home-school, non-public/private, etc.)
- Support student information system user group meetings (agendas, minutes, follow-up information)
- Maintain a filing system for registration documentation components.
- Assists in Wisconsin State Testing and ACCESS Testing
- Schedule and maintain a calendar of appointments and visits for college, technical school, military, and employer representatives who visit Williams Bay High School.
- Enroll new students and withdraw outgoing students.
 - Enrollment/Withdrawal of Students
 - Greet student and parent/guardian.
 - Assign ID number
 - Hand out/collect all enrollment forms.
 - Mail/fax request for student transcripts
 - Enroll the student in the computer, file paper records.
 - Withdraw students if moving/do paperwork
 - Update addresses/phone numbers

- Oversee student scholarships and awards with the scholarship coordinator, including collection of information, sending correspondence compiling, and managing a scholarship database, organizing, and tracking scholarship payments, and assisting in the organization of awards ceremonies.
- Maintain accurate and up-to-date catalog and periodical file on post-high school training and other career opportunities and assist students using that information.
- Keep a current bulletin board display on post-high school education career and scholarship information.
- Process and maintain student files. Maintain permanent student records and keep student credits up to date.
- Respond to all transcript requests.
- Handle all correspondence related to the graduate follow-up study.
- Assist in the design/implementation of the student master schedule.
- Assist with the academic grading duties. Post 6th-12th report cards, progress reports, & honor roll
- Assist counselors with student schedule changes.
- Supply and keep track of non-grade point average, audit, grade replacement, independent study, and individualized instruction forms.
- Facilitate and/or organize appointments for parent/teacher conferences.
- Perform other job-related tasks as assigned by the building principals or guidance Student Services office personnel.

Terms of Employment:

At will employee. Compensation and employment responsibilities to be arranged by the District Administrator for support staff and as determined by the Board of Education.

The employee shall remain free of any alcohol or illegal substance and shall not use controlled substances (other than as prescribed) in the workplace throughout his/her employment in the District.

Evaluation:

Performance of this job will be evaluated annually per provisions of the Board of Education's policy on evaluation of support staff.

APPROVED: January 25, 2021

Williams Bay School District
Williams Bay, Wisconsin