



POSITION DESCRIPTION

TITLE: Registrar/Financial & Office Records Assistant

MINIMUM QUALIFICATIONS:

1. Minimum of High School diploma or equivalent (GED)
2. Ability to pass a background check
3. Proven experience in administrative roles, preferably in an educational or public school setting.
4. Strong computer skills.
5. Familiarity with student information systems (SIS) and financial management software is desirable.
6. Excellent organizational skills and ability to manage multiple tasks efficiently.
7. Attention to detail and accuracy in record keeping and data entry.
8. Strong interpersonal and communication skills to interact with diverse stakeholders.
9. Demonstrated ability to handle confidential information with discretion and professionalism.

OVERVIEW OF JOB DESCRIPTION:

The School Registrar and Financial/Office Records Assistant plays a vital role in ensuring the smooth and efficient functioning of a public school's administrative operations. This position combines responsibilities related to student enrollment, registration, and maintaining financial and office records. The successful candidate will possess excellent organizational skills, attention to detail, and the ability to handle sensitive information with confidentiality.

ESSENTIAL FUNCTIONS:

1. Follows local, state and federal law and adheres to Public Education Department and Local School Board Policy
2. Student Enrollment and Registration:
 - a. Manage the student enrollment process, including reviewing and verifying registration documents, ensuring compliance with applicable policies and regulations.
 - b. Maintain accurate student records, including demographic information, academic performance, attendance, and disciplinary actions.
 - c. Coordinate with teachers, administrators, and parents/guardians to resolve any enrollment or registration issues.
3. Financial Record Keeping:
 - a. Assist in maintaining financial records, including processing invoices, purchase orders, and expense reimbursements.
 - b. Collect and record student fees, ensuring accuracy and adherence to established procedures.
 - c. Prepare financial reports as required or requested.
 - d. Collaborate with the finance department to reconcile financial discrepancies and ensure accurate bookkeeping.
4. Office Records Management:
 - a. Maintain and update various office records, including staff attendance, leave records, and correspondence.
 - b. Manage the filing system for administrative and student records, ensuring easy retrieval and organization.



- c. Assist with the preparation of official documents, such as transcripts, report cards, and certificates.
- d. Support the dissemination of relevant information to staff, parents, and students as directed.
- 5. Communication and Customer Service:
 - a. Serve as a point of contact for students, parents, and staff regarding registration, enrollment, and financial inquiries.
 - b. Respond to inquiries promptly and professionally, providing accurate and helpful information.
 - c. Collaborate with other administrative staff to ensure effective communication and seamless operations.
 - d. Maintain a positive and welcoming atmosphere for visitors and guests.
- 6. Performs other related duties as necessary or assigned

REPORTS TO: Director of Finance and Business Operations and/or Finance and Business Operations Assistant

TERMS OF EMPLOYMENT: Work year will be outlined in a Contract. Salary to be determined by individual training and experience level on the current Governing Council Approved Admin Salary Schedule for Administration Support.

EVALUATION: Performance of this position will be evaluated annually in accordance with provisions of the Governing Council’s policy on evaluation of administrative personnel.

PHYSICAL RATING LEVEL: This position will require the employee to function at a “medium” physical capacity as defined by Workman’s Compensation statutes. “Medium” physical capacity indicates the ability to lift up to 50 pounds occasionally or up to 25 pounds frequently.

PHYSICAL REQUIREMENTS				
Action:	Rarely 1-9%	Occasionally 10-33%	Frequently 34-66%	Constantly 67-100%
Standing		X		
Walking		X		
Sitting			X	
Balance and Coordination				X
Bending/Stooping/Squatting		X		
Reaching/Pushing/Pulling		X		
Crawling	X			
Climbing	X			
Vision				X
Finger Dexterity			X	
Driving		X		
Lifting 25# Maximum		X		
Carrying 75 ft Maximum		X		
Manual Dexterity Tasks:				

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Telephone				X
Laptop				X
Computer				X
Repetitive Motions:				
Fine Manipulation			X	
Grasping			X	
Hand			X	
Foot			X	
Use of Head and Neck:				
Static			X	
Rotating			X	
Flexing			X	
WORKING CONDITIONS				
Climatic Environment	Rarely 1-9%	Occasionally 10-33%	Frequently 34-66%	Constantly 67-100%
Wet, Humid Conditions		X		
Work near moving mechanical parts	X			
Work in High, precarious places	X			
Fumes or Airborne Particles		X		
Toxic or Caustic Chemicals	X			
Outdoor Weather Conditions		X		
Extreme Cold (non Weather)		X		
Extreme Heat (non Weather)		X		
Risk of electric Shock	X			
Work with Explosives	X			
Risk of Radiation	X			
Vibration	X			
Noise Level	Rarely 1-9%	Occasionally 10-33%	Frequently 34-66%	Constantly 67-100%
Very Quiet		X		
Quiet			X	
Moderate Noise				X
Loud Noise		X		

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Very Loud Noise	X			
Hazards	Rarely 1-9%	Occasionally 10-33%	Frequently 34-66%	Constantly 67-100%
Use of Chemicals	X			
Use of Power/Machinery	X			
Loss of family/personal time		X		

Executive Director Approval

Date

Employee Signature

Date