

## **JOB DESCRIPTION – REGISTRAR/BUSINESS CLERK**

### **SUMMARY:**

Acts as the District's Registrar; performs office/clerical/administrative support work for an administrator; does related work as required.

Supports the Mission and Vision of the District.

### **QUALIFICATIONS:**

1. High School diploma or GED required.
2. Associate Degree in Administrative Professional program and/or courses in computers or database software preferred.
3. More than two years of experience in computer, general office and/or public relations. Experience in educational environment preferred.

**REPORTS TO:** Business Manager

**JOB GOAL:** Performs two distinct functions within the school district. In the first capacity the incumbent is the school district's Registrar and is responsible for enrolling all new students in the District, verifying residency and entering all records and information into the District's database. In the second capacity, the incumbent performs office/clerical/administrative support tasks, relieving an administrator of administrative detail not requiring his/her attention. This position requires the ability to work independently, with accuracy and good judgment.

**SUPERVISES:** None

### **POSITION REQUIREMENTS:**

Physical Demands	Occasional walking throughout various buildings. Often sitting at desk for extended periods. Standing for limited periods of time. Moderate lifting from 15 to 30 pounds. Some carrying – up to 30 pounds. Manual dexterity to use office equipment. Repetitive movement of fingers and hands for keyboarding.
Sensory Abilities	Visual acuity to read correspondence, computer screen. Auditory acuity to be able to use telephone. Ability to speak clearly and distinctly.
Working Environment	Generally office setting.
Temperament	Ability to work independently and as a member of a team. Must be courteous and able to effectively communicate with other employees. Must be cooperative, congenial and service-oriented. Ability to work in an environment with frequent interruptions. Exercises initiative; displays self-motivation and uses considerable independent judgment. Exhibits standards of objectivity, emotional stability and moral character.
Cognitive Ability	Ability to follow written and verbal directions and give direction to others. Ability to complete assigned tasks with minimal supervision. Ability to read, write and do complex computations. Ability to use correct grammar, sentence structure and spelling. Ability to compose clear, concise sentences and paragraphs. Ability to organize office setting to efficiently accomplish tasks.

Ability to work independently and make work-related decisions.  
Ability to exercise good judgment in prioritizing tasks.  
Ability to communicate effectively at all organizational levels.

Specific Skills Ability to operate office equipment.  
Ability to use computer technology efficiently.  
Ability to use Microsoft Office software programs.  
Must appropriately handle confidential information.  
Must be highly detailed and accurate.  
Knowledge of PowerSchool and Skyward programs preferred at hire.

License Valid Driver's License is desirable.

Comments Position holder must have a friendly, helpful, caring personality.  
Position holder has relatively unrestricted access to information for the Local Education Agency (LEA) and knowledge of personnel and operational activities.  
Extensive student database training required within 6 months of hire.

#### ESSENTIAL FUNCTIONS:

Performs district required duties in the following category areas:

Registration  
Business Office

#### PERFORMANCE RESPONSIBILITIES:

##### A. Registration

1. Register incoming students and withdraw outgoing students.
2. Review student registration packet with student, streamline information, background checks, identify needs of student, and notify administration and counselors of any red flags or concerns.
3. Create student enrollment in PowerSchool, request records from previous schools, create cum record.
4. Maintain, monitor and manage an accurate student database according to federal and state laws, district policies and procedures.
5. Update personal demographic information.
6. Provide data for various reports that may include September, October and January Counts, Open Enrollment, OCR, CTEERs, Summer School, Transportation and any other reports as determined by the administration.
7. Facilitate the student enrollment process by obtaining required paperwork such as requesting records from previous schools, birth certificate, immunization records, standardized test results and grade reports.
8. Determine residency requirements.
9. Communicate with appropriate districts regarding enrollment and withdrawals of students.
10. Follow Open Enrollment procedures as directed by policy and state law.
11. Copy and mail student records as requested, purge files to prepare for storage.
12. Provide student information systems training for new and existing employees and respond to requests for assistance in use of the PowerSchool system.
13. Set up student email accounts and work with IT to upload data to other student and/or testing programs as directed by IT Director and/or administration.
14. Coordinate with HS Counselor, HS Office and District Office on course options requests.

##### B. Business Office

1. Complete information requests including Verification of Employment, Unemployment and Background Checks.

2. Process bank deposits daily and maintain cash boxes.
3. Sort mail daily.
4. Check in all purchase order items received. Reconcile packing slips to purchase orders. Establish automated receiving.
5. Maintain fixed assets database and process tags for equipment.
6. Reconcile credit card transactions and receipts.
7. Maintain and file personnel documents.
8. Set up staff email accounts and work with IT to upload data to other programs as directed by IT Director and/or administration.
9. Maintain and update Business Office and Job Opportunities webpages.
10. Assist with audit preparations.

C. Other Functions

1. Compile information and documentation as requested per audit.
2. Provide Tax Exemption Certificates to vendors upon request.
3. Set up and maintain vendor information.
4. Perform other tasks as assigned by the Business Manager or other administrators.
5. Recommend to Business Manager possible improvements to procedures and practices.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his/her administrator(s) and/or supervisors(s).

EVALUATION:

Performance of this position shall be evaluated annually in accordance with the provisions of the applicable policies of the district.

*The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The information contained in this job description is for compliance with the Americans with Disabilities Act ADA and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.*

**CHILTON SCHOOL DISTRICT**  
530 W. Main Street  
Chilton, WI 53014  
920-849-8109  
**Support Staff**

OFFICE USE ONLY	
Supervisor Approval	_____
Superintendent Approval	_____
Board Approval	_____
Board Meeting Date	_____

Name \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_  
Street City State Zip

Home Phone \_\_\_\_\_ Cellular Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Position Applying For \_\_\_\_\_

Have you previously filed an application with the School District?  Yes  No If so, when \_\_\_\_\_

If you are not hired for this position, would you consider subbing?  Yes  No

Please check all positions and locations you are interested in subbing for:

<input type="checkbox"/>	Secretarial	<input type="checkbox"/>	Instructional Aide	<input type="checkbox"/>	Food Service	<input type="checkbox"/>	Custodial
<input type="checkbox"/>	All Buildings	<input type="checkbox"/>	Chilton Elementary	<input type="checkbox"/>	Chilton Middle	<input type="checkbox"/>	Chilton High District Office

**EDUCATION**

	School or Institute and Location	Major/Minor	Diplomas, Degrees or Credits Earned	GPA
High School				
Technical College				
College/University				

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

\_\_\_\_\_

\_\_\_\_\_

List any job related licenses or permits currently held

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY (List Most Recent First)**

From	To	Employer	Telephone
Starting Job Title/Final Job Title		Address	
Immediate Supervisor and Title		Summarize Work Performed and Job Responsibilities	
May we contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No/Why			
Reason for Leaving		Hourly Rate/Salary Start	Per Final Per

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May we contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No/Why			
Reason for Leaving		Hourly Rate/Salary Start	Per Final Per

**ALL REFERENCES WILL BE CHECKED**

EMPLOYER DISCLAIMER, AUTHORIZATION AND RELEASE

Through my signature below, I certify that the answers given by me in this application are true and correct without omissions of any kind. I understand that any misleading or incorrect statements may render this application void. If I am employed and it is subsequently discovered that any answer given by me is incomplete, misleading, or incorrect, my employment with the School District of Chilton may be terminated. I agree that the School District of Chilton shall not be held liable in any respect if my employment is terminated because of false, incomplete, or misleading statements, answers, or omissions made by me in this application.

I am informed that the School District of Chilton will conduct an inquiry regarding my qualifications, background and suitability for the position of employment, for which I have made application and I consent to the inquiry.

I also authorize former employers, educational institutions, government agencies, personal references, professional references, and other appropriate sources to provide the School District of Chilton with any information requested regarding my employment, character, experience, and qualifications, and/or suitability for employment, including any record of civil or criminal conviction or arrest, the circumstances of which substantially relate to the circumstances of the position for which I have applied; record of civil judgment; police record; driving record; check of my fingerprints; record of professional license revocation, and opinions related to my suitability for hire. I understand that such information is sought on a confidential basis and will not be released to me in any form whatsoever. I waive any right or claim of access to this information.

I authorize disclosure to the School District of Chilton of my complete personnel file and all personnel records maintained by the previous employers, identified in this application.

I further voluntarily and knowingly, fully release and discharge, absolve, indemnify, and hold harmless such former employers, persons, firms, corporations, schools, or government agencies, their officials, employees, and agents from any and all claims, liability, demands, causes of action, damages, and costs, including attorneys' fees, present and future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release of any information, records, or opinions concerning my employment pursuant to this authorization, except for the malicious and willful disclosure of derogatory facts concerning employment, made for the express purpose of preventing me from obtaining employment which the officer, employee, or agent, disclosing such facts, knows are untrue.

A copy of this authorization is as valid as the original and should be recognized as such.

Signature \_\_\_\_\_ Date \_\_\_\_\_

This school district is an equal opportunity employer and does not discriminate in its employment practices on the basis of race, creed, sex, national origin, disability, age, color, religion, genetic information, marital status, citizenship status, veteran status, military service (as defined in Sec. 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off School District premises during non-working hours, or any other characteristic protected by law, except as permitted by law.

# BACKGROUND CHECK

OFFICE USE ONLY Request Reason: _____ Staff Notification: _____
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This information sheet will be forwarded to the District Office of Chilton Public Schools, who will coordinate the background check. The following information is necessary to perform an accurate criminal history.

(Please print legibly)

Name \_\_\_\_\_  
Last
First
Middle

Address \_\_\_\_\_  
Street
City
State
Zip code

Social Security Number -- Birth date  Place of Birth \_\_\_\_\_  
City and State

Maiden Name and/or Aliases (list all) \_\_\_\_\_

Driver's License State  Number ---

Ethnic Background:  Native American (American Indian)  African American  White  
 Asian, Pacific Islander, Native Alaskan  Hispanic  Other

Gender:  Male  Female

Counties where you have lived since High School.

County	State	Date (if not in WI)	County	State	Date (if not in WI)
<i>Example: Calumet County</i>	<i>Wisconsin</i>	-			

## FOR THE SAFETY OF OUR STUDENTS

**Moral turpitude is an act of baseness, vileness, or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including, but not limited to theft, attempted murder, rape, swindling and indecency with a minor.**

Have you been arrested or convicted of a felony or any offense involving moral turpitude?  Yes  No

Have you ever been arrested or convicted of a felony or any offense involving moral turpitude and received probation?  Yes  No

Has any court ever received a plea of guilty or a plea of no contest from you for any offense involving moral turpitude, deferred further proceedings without entering a finding of guilty and placed you on probation?  Yes  No

Do you have any criminal or misdemeanor cases pending?  Yes  No

If you answered yes to any question in this section, please explain in full, (attach pages if needed)

**Being convicted of a crime is not an automatic bar to being an employee or volunteer in our schools. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position you are seeking.**

## AGREEMENT – Please read carefully before signing

I certify that the answers given by me to all the questions on this application and any attachment are to the best of my knowledge and belief, true and correct. I have not knowingly withheld any pertinent facts or circumstances. I understand that any omission or misrepresentation of facts in this application may result in refusal of or separation of my duties upon discovery thereof.

I hereby authorize the School District of Chilton to submit the criminal history check to the necessary authorities and I hereby release all agencies and the School District of Chilton, its agents and employees from any and all liability or responsibility arising from furnishing such information. I understand that the application and records become the property of the District which reserves the right to accept or reject them.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

This information and the resulting report from all agencies are strictly confidential and will be released to no one without your authorization.

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 Request Reason: \_\_\_\_\_  
 Staff Notification: \_\_\_\_\_

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(Please print legibly)

Name \_\_\_\_\_  
Last
First
Middle

Address \_\_\_\_\_  
Street
City
State
Zip code

Social Security Number -- Birth date    Place of Birth \_\_\_\_\_  
City and State

Maiden Name and/or Aliases (list all) \_\_\_\_\_

Driver's License State  Number ---

Ethnic Background:  Native American (American Indian)  African American  White  
 Asian, Pacific Islander, Native Alaskan  Hispanic  Other

Gender:  Male  Female

Counties where you have lived since High School.

County	State	Date (if not in WI)	County	State	Date (if not in WI)
<i>Example: Calumet County</i>	<i>Wisconsin</i>	-			

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Have you been arrested or convicted of a felony or any offense involving moral turpitude?  Yes  No

Have you ever been arrested or convicted of a felony or any offense involving moral turpitude and received probation?  Yes  No

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