

Joliet Township High School District 204

Position Title: Office Staff I: Principal's Office - Registrar

Qualifications:

1. High School Diploma
2. Proficient level of computer knowledge and skill; ability to use Microsoft Office Suite
3. Ability to maintain and establish effective working relationships
4. Ability to work under direction as well as independently
5. Experience with using and supporting financial and student management applications
6. Related experience to performance responsibilities and/or coursework preferred
7. Such alternatives to the above qualifications as the Board may find acceptable

Reports To: Principal/Assistant Principal

Job Goal: To demonstrate initiative, good judgment, and skill in performing a variety of administrative, technical and professional responsibilities in support of the department and JTHS.

Performance Responsibilities

1. Registers new students, verifies residency, requests records, assists withdrawing students, and sends records as needed. Contacts and/or corresponds with other schools or agencies to complete student registration and records. Must be able to coordinate an online registration.
2. Maintains student records, related school records, transcripts, reports, databases, and correspondence records as needed. Collects immunization forms. Performs duties in Infinite Campus to complete level data and provisional enrollment corrections.
3. Maintains attendance records efficiently. Must be familiar with McKinney Vento Act (rights of homeless families), the rights of ELL (English Language Learners) families and other legal documents. Understands the importance of Special Education and ELL records.
4. Accurately maintains information related to student enrollment, promotion, retention, dropout, and graduation as applicable. Updates and purges student permanent records as directed by the district.
5. Utilizes various business machines necessary to perform related duties, including but not limited to the copy/scan/fax machine, and postage machine.
6. Communicates with and provides a variety of services directly to students and parents
7. Is efficient and accurate in organizing and maintaining files and records.

8. Exhibits working knowledge of Microsoft Word and Excel and utilizes these applications to prepare and manipulate documents and spreadsheets to develop accurate reports.
9. Serves as a SharePoint Power End User; responsible for creating and maintaining district SharePoint sites on JT Shares, JT Web and JT Teams; maintains and monitors the district's website as assigned.
10. Exercises good judgment in handling confidential information and correspondence.
11. Performs other tasks and responsibilities as assigned by supervisors

Terms of Employment: Annual (12) month contract

Salary: Salary to be determined in accordance with the Clerical Union contract.

Evaluation: Performance on job requirements will be evaluated annually by the supervisor in accordance with Board and Administrative policy.

05/2024