

Job Title: Registrar

Location: Morris Elementary & Yuma Middle School

Reports To: MES & YMS Principals

FLSA Status: Non-exempt

Work Hours: 170 days per year

Starting Salary: \$15-\$17/hour DOE

Position Overview:

The **Registrar** is responsible for managing student enrollment, records, and the Free and Reduced Lunch Program. This position ensures accurate student data management and supports the administrative team in maintaining compliance with district and state regulations.

Key Responsibilities:

- Manage student enrollment, transfers, and withdrawals.
- Maintain and update student records, including attendance, grades, and personal information.
- Oversee the Free and Reduced Lunch Program, including processing applications and maintaining accurate records.
- Ensure compliance with district and state regulations regarding student records and data privacy.
- Process requests for student transcripts and academic records.
- Assist in scheduling and organizing student registration for the upcoming school year.
- Collaborate with teachers and staff to ensure proper documentation and record-keeping for all students.
- Provide assistance to parents, students, and staff with enrollment and student record inquiries.
- Generate reports and assist with data entry for state and federal compliance.
- Maintain confidentiality of all student information.
- Perform other duties as assigned by the Principal.

Qualifications:

- High school diploma or equivalent required; associate's degree or higher preferred.
- Previous experience in a school office or registrar position is preferred.
- Knowledge of the Free and Reduced Lunch Program and related regulations.
- Strong organizational skills and attention to detail.
- Proficiency with student management systems and office software (Excel, Word, etc.).
- Strong communication and interpersonal skills.
- Ability to maintain confidentiality and manage sensitive information.

Working Conditions:

- Work is primarily performed in the elementary school office.
- Must pass background checks as required.

Physical Requirements:

- Ability to sit, stand, and move around the office as needed.
- Ability to lift and carry materials (up to 25 pounds).
- Ability to operate office equipment, including computers, fax machines, and copiers.