



DOVER AREA SCHOOL DISTRICT

Title: Central Registrar and Homeless Liaison

Board Approval Date:

Department:

Revision Date:

Reports To: Assistant Superintendent

Description #:

Salary Schedule: Confidential

Summary Of Purpose:

The Central Registrar/Homeless Liaison is responsible for coordinating the District's centralized student enrollment process and maintaining accurate enrollment records while ensuring compliance with state and federal student access laws. The position oversees registration, residency verification, student record maintenance, home education tracking, and placement documentation.

The employee also serves as the District's designated McKinney-Vento Homeless Liaison and ensures that students experiencing homelessness are identified and provided full and equal access to public education in accordance with federal law. The liaison works to remove barriers to enrollment, attendance, and participation in school programs and coordinates services with schools, families, and community agencies.

Qualifications:

- High school diploma required; post-secondary coursework or associate degree preferred
- Experience in school registration, student services, social services, or administrative coordination preferred
- Knowledge of student information systems and recordkeeping practices
- Ability to maintain confidentiality of student records
- Strong communication and organizational skills
- Ability to work collaboratively with families, administrators, and outside agencies
- Ability to interpret policies, procedures, and applicable education laws and regulations
- Demonstrated ability to manage multiple priorities and deadlines

Responsibilities:

Central Registration & Enrollment:

- Coordinate the district-wide student registration process.
- Provide guidance to school offices regarding enrollment requirements and documentation.
- Assist families with enrollment procedures and documentation requirements.
- Coordinate centralized Kindergarten registration.



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- Review residency determinations and enrollment eligibility.
- Facilitate student withdrawals, transfers, and record requests.
- Maintain accurate student enrollment records in the Student Information System.
- Communicate enrollment changes to appropriate departments, including transportation and building administration.
- Supervise Central Registration support staff and ensure accurate data entry.

Student Records & Attendance Monitoring

- Monitor enrollment, transfers, and withdrawals for accuracy and compliance.
- Analyze building enrollment reports and trends.
- Coordinate required enrollment and attendance documentation in accordance with the Pennsylvania School Code and district policy.
- Review attendance concerns with building administration and ensure required notices are issued.
- Ensure that students identified under McKinney-Vento are not subject to attendance enforcement actions until barriers to attendance have been evaluated and appropriate supports are offered.

Home Education & Educational Placements

- Oversee the Home Education Program in accordance with Pennsylvania law and district policy.
- Maintain home education documentation and required notifications.
- Serve as district contact for educational placements, including alternative education, court-directed placements, and other approved educational settings.
- Process PDE-4605 residency determinations.
- Coordinate documentation related to tuition billing with the Business Office.
- Maintain records for homebound instruction as provided by building administration.

Homeless Liaison (McKinney-Vento Compliance)

The employee serves as the District's designated Homeless Liaison pursuant to the McKinney-Vento Homeless Assistance Act.

Identification & Outreach

- Identify students experiencing homelessness through enrollment procedures, staff referrals, and communication with community agencies.
- Inform families and unaccompanied youth of their educational rights.
- Provide training and guidance to district staff on identifying and referring students experiencing homelessness.

Immediate Enrollment & School Stability

- Ensure immediate enrollment for homeless students, even when standard enrollment documents are unavailable.
- Remove barriers to enrollment, attendance, and participation in school programs and activities.
- Determine school of origin eligibility and assist families with school selection decisions based on the student's best educational interest.
- Facilitate the prompt transfer of student records.



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Transportation & Services

- Coordinate transportation to the school of origin when appropriate.
- Ensure homeless students have access to meals, special education, career and technical education, preschool programs, extracurricular activities, and academic supports.
- Coordinate services with counselors, social workers, administrators, and community agencies.

Unaccompanied Youth

- Assist unaccompanied homeless youth with enrollment and access to services without a parent or guardian.
- Serve as the district contact for verification of independent student status for post-secondary financial aid purposes.

Dispute Resolution & Compliance

- Implement the McKinney-Vento dispute resolution process.
- Provide written notice to parents or youth regarding school selection decisions.
- Maintain enrollment and transportation during disputes.
- Maintain confidential records and complete required state reporting.
- Participate in required trainings and compliance activities.

Performs other job-related duties as assigned by the Assistant Superintendent or designee that are consistent with the general purpose of the position and in accordance with District policy, state regulations, and federal law.

Evaluation:

Performance will be evaluated annually by the Director of Technology and Safety or designee in accordance with district policy and administrative procedures.

Terms of Employment:

Twelve-month position. Salary and benefits in accordance with the Confidential Staff compensation plan and applicable agreements.

Essential Physical/Mental/Environmental Requirements:

Work Environment Summary: Work is performed primarily in an office and school setting with frequent interruptions and competing priorities. The position requires regular interaction with students, parents/guardians, administrators, school personnel, and community agencies. The employee frequently assists families experiencing urgent or crisis situations and must respond to emotionally charged or conflict-oriented interactions related to enrollment, residency, custody matters, attendance, and school placement.

The position requires maintaining confidentiality of sensitive student and family information and exercising sound judgment when applying enrollment requirements and student access laws. The employee must manage multiple time-sensitive matters simultaneously while providing in-person, telephone, and electronic assistance to families and staff.



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1. Following Directions
 - ☒ Full understanding of both written and verbal instructions required
 - ☐ Understanding of verbal instructions only required
 - ☐ Understanding of written instructions only required
2. Communication - English
 - ☒ Fluent reading
 - ☐ Recognitions of signs/symbols
 - ☐ Simple reading
 - ☐ No reading skills required
3. Hearing
 - ☒ Ability to hear required
 - ☐ Limited hearing
 - ☐ Hearing not required
4. Seeing
 - ☒ 20/20 vision with corrective eyewear
 - ☐ Limited vision
 - ☐ Vision not required
5. Time
 - ☒ Must tell time to the minute
 - ☐ Must recognize specific times (arrival, departure, breaks, lunch)
6. Orientation (familiarity with surroundings)
 - ☐ Several blocks from the building
 - ☒ Building only
 - ☐ Work area
 - ☐ Room area
7. Mobility Skills
 - ☒ Mobility within the building
 - ☐ Mobility within a four-block radius
 - ☐ Driving required
8. Sitting
 - ☒ 75%-100%
 - ☐ 50%-75%
 - ☐ 25%-50%
 - ☐ Less than 25%
9. Standing
 - ☐ 75%-100%
 - ☐ 50%-75%
 - ☐ 25%-50%
 - ☒ Less than 25%



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10. Bending

- ☐ Knees and waist
- ☒ Waist only
- ☐ Knees only
- ☐ No bending required

11. Lifting

- ☐ Greater than 30 lbs.
- ☐ 10-30 lbs.
- ☒ Less than 10 lbs.
- ☐ No lifting required

12. Reaching

- ☐ Greater than 6 feet
- ☐ 2-6 feet
- ☒ Less than 2 feet
- ☐ Reaching not required

The above job description is intended to describe the general nature and level of the work being performed by employees assigned to this job title. This is not an exhaustive or comprehensive list of all duties, tasks, and responsibilities. Employees will be expected to perform duties beyond those outlined in the job description. Management reserves the right to amend or change responsibilities as needed to meet operational and organizational needs.