



ANTIOCH COMMUNITY CONSOLIDATED SCHOOL DISTRICT 34

INSPIRE TO DREAM - EMPOWER TO ACHIEVE

REGISTRAR/ADMINISTRATIVE ASSISTANT TO STUDENT SERVICES

POSITION SUMMARY

The Registrar/Administrative Assistant to Student Services is responsible for helping students, parents, and staff by assisting in the day-to-day function of the district as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

REGISTRAR PERFORMANCE RESPONSIBILITIES:

- Manage the overall registration process
 - Maintain forms for use in the registration process, maintain student files, and verify residency
 - Create registration folders, update temporary folders with testing information
- Enroll new and returning students in PowerSchool
 - Manage all cumulative files for the purpose of providing enrollment and release information
 - Track all student transcripts and enter them into PowerSchool
 - Submit records requests for incoming students
- Collect registration fees
 - Answer questions and process payments in Rycor

ADMINISTRATIVE ASSISTANT TO STUDENT SERVICES PERFORMANCE RESPONSIBILITIES:

- Maintain confidentiality of student and staff information and utilizes confidential and personal information for professional purposes only in accordance with school district policy
- Perform complete secretarial duties: issues communication from oral and/or written notes; generate purchase orders and receives deliveries; type review and proofread correspondence, memos, minutes, reports, and other materials; answer/screen telephone calls and mail; schedule appointments, conferences, and meetings
- Maintain records in all areas affecting special services in an efficient and accurate manner while maintaining confidentiality (e.g. 504 plans, itinerant attendance, EL, special education)
- Process special transport requests required for students and route them through the Transportation Department
- Maintain effective communication with staff as well as various county, and state offices to facilitate cooperation regarding mutual concerns and student needs.
- Maintain records from district databases as needed for a variety of matters (e.g. staffing, student assignment, student files) and ensure timely submissions of special education data and reports to the Illinois State Board of Education for purposes of required record-keeping and reimbursement
- Assist administrative staff in the administration of student records in compliance with FERPA, ISSRA, and other applicable laws
- Be aware of and maintain a spreadsheet with student information (School sites, special education teacher, annual/ triennial IEP due dates, and any special notes)
- Prepare Special Education records for High Schools

- Shall assume any other duties as may from time to time be delegated by supervisor(s). Furthermore, the supervisor(s) shall make any adjustments in the scope of responsibilities as outlined above which will be in the best interest of the school district.

QUALIFICATIONS

- High School Diploma

PHYSICAL DEMANDS

The role requires the ability to perform various physical tasks, including standing, walking, sitting, kneeling, lifting, and bending, as necessary to fulfill job responsibilities. This overview is not exhaustive of all physical requirements and responsibilities inherent in the role.

TERMS OF EMPLOYMENT

REPORTS TO: Assistant Superintendent and Director of Student Services	BENEFITS ● Sick leave, personal, and vacation days ● Employer contributions to the Illinois Municipal Retirement System (IMRF) ● HMO insurance and dental benefits ● Opportunities for professional development and growth within the district.
TERMS OF EMPLOYMENT: 12 months Hourly rate shall be determined by the Board of Education.	

The statements in this job description are intended to describe the general nature and level of the work to be performed by the individual assigned to the position. They are not an exhaustive list of all of the duties and responsibilities related to the position.