

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** School District Registrar (Administrative Assistant Level III)

**Terms of Employment:** 12 month contract; 240 days

**FLSA Status:** Non-Exempt

**Reports To:** Superintendent

**Brief Description of Position:**

Under the supervision of the Superintendent, the Registrar is responsible for all student registration. User support for the Infinite Campus Student Information System. Assist in MOSIS/Core Data reporting for Cape Girardeau Public Schools.

**Required Qualifications:**

- High school diploma or equivalent; supplemented by coursework or training in business office management organization and related technical skill areas.
- Demonstrate experience in computer skills necessary to perform the duties and responsibilities of the position, including Microsoft Word, Excel and Access.
- Must possess strong organizational skills as well as the ability to handle multiple projects professionally
- Demonstrate ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy
- Demonstrate analytical and problem-solving skills
- Must be team oriented with excellent interpersonal and communication skills
- Must maintain a high level of ethical behavior and confidentiality of information as required by law
- Demonstrate ability to meet and effectively deal with the general public in a courteous manner

**Preferred Qualifications:**

- Post-secondary Degree in Business or Technology
- Demonstrate knowledge of the K-12 education system, procedures, curriculum requirements, etc.
- Experience in Office Administration
- Operating knowledge of student informational systems
- Operating knowledge of Missouri state reporting systems for education

**Essential Duties and Responsibilities:**

- Meet with parents to register new students and assist families with providing necessary data to complete the registration process.
- Provide user support and system administration of the Infinite Campus (IC) student information system.
- Ensures accuracy of building level state-reported data and submits MOSIS/Core Data to DESE.
- Assists with the collection and maintenance of student cumulative records; review student enrollment.
- Perform other duties as assigned.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource Coordinator

Created: May 2014