

# NANTUCKET PUBLIC SCHOOLS

## JOB DESCRIPTION

**TITLE:** Central Registrar/Data Entry

**REPORTS TO:** Director of Curriculum

**TERMS OF EMPLOYMENT:** Educational Support Personnel - Classification I

**JOB SUMMARY:** Serves as the central student registrar by entering/updating student and family information (demographic, enrollment, assessment and food service) into the student database. Works collaboratively with building administrators, guidance, ELL, Special Education, tech and office staff to ensure that all forms of data are timely, accurate and accessible. Support user access/facility with district instructional and assessment software.

The position is multi-faceted and involves customer service, family and community outreach, registration data, systems management and quality control.

### QUALIFICATIONS/SKILLS:

1. Minimum of Bachelors' degree required, with concentration in communication or technology preferred, and experience in computer applications.
2. Strong technical knowledge of the system's student (ASPEN) and staff (FileMaker/TeachPoint) databases.
3. Solid understanding of various data formats and how to convert between and among them.
4. Demonstrated proficiency with MS Word, Excel and Google Suite applications.
5. Time management, organization and attention to detail to ensure accurate and timely entry of data.
6. Excellent written and oral communication skills, with fluency specifically in Spanish desired.
7. Ability to work independently and as a member of a team.
8. Maintain confidentiality in all aspects of the job.

### DUTIES/RESPONSIBILITIES:

1. Facilitate student registration, parent account creation, enrollment, and activation.
2. Manage the process from collection to dissemination of student records and performance data.
3. Support school staff with management of student progress reporting.
4. Work with parents and the Food Services Director to ensure the proper identification and documentation of students who may qualify for free or reduced meals.
5. Provide technical support to schools on our Educator Evaluation system, including TeachPoint.
6. Work with the Executive Administrative Assistant to gather information for Public Records requests.
7. Provide outstanding customer service to parent, student, school, and staff requests for help in accessing the student information system.
8. Support the Director of Curriculum and Superintendent in developing the District Report Card and reporting out of district accountability ratings.
9. Provide updated reports on staff licensure
10. Oversee the archiving of required student and staff records.
11. Work collaboratively with the Directors of Special Services and ELL Services and their administrative assistants to ensure their data is entered and precise.
12. Provide consultation and/or professional development for administration and staff where appropriate.
13. Provides summary reports as requested by the Director of Curriculum and/or Superintendent.
14. Other duties as deemed appropriate by the Superintendent of Schools.

**EVALUATION:** Performance of this job will be evaluated annually by the Director of Curriculum, with input by building administrators.