



Job Title: Enrollment and Student Information Registrar

Department: Accountability

Reports To: Executive Director of Enrollment and Student Information

Grade: CA-09

Number of Days: Varies

Security Access: ESC

Overtime Status: Non-Exempt

Last Revised Date: March 28, 2017

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Assist with Enrollment and Student Information Department processes to include: student enrollment, student records, transfers, attendance, graduation/credit requirements, transcripts, assessment, suspension, drop-outs/truancy reports, trend data reports, state reports, and surveys. Ensures accuracy. Assists with research projects as may be required. Communicates on a positive basis with patrons and school personnel and students.

Minimum Qualifications:

- High School diploma or equivalent.
- College credit or degree preferred

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assist with the daily operations of the student transfer process.
- Enroll students. (10%).
- Facilitate the enrollment of all DHS and foster students.
- Assist with the enrollment of Foreign Exchange students.
- Assist with the development, planning and facilitation of attendance clerk training sessions.
- Monitor and assist with the tracking of inactive students, encouraging their return.
- Monitor and assist with updating attendance records, exit codes, exit comments, truancy records, and other district reports. (10%)
- Prepare documents for court dockets.
- Monitor and assist school sites to ensure that all district and state regulations and guidelines are followed. (10%)
- Monitor and assist registrars and attendance clerks to ensure accuracy of data. (10%)
- Assist with monitoring the daily operations of the attendance and enrollment processes.
- Monitor and assist with cumulative records and student transcripts. (10%)
- Assist with the daily operations of the student record process. (10%)
- Assist with the maintenance of the depository for active and inactive student records.
- Prepare and print all documents relating to student records. (10%)
- Provide timely information and referral services to internal and external customers about student records, attendance, transcripts, withdraw/homeschool options and/or alternative (innovative) education programs and services. (10%)
- Ensure that all student record files are organized, accurate, current, and in compliance with applicable school law, board policy and department practice. (10%)
- Assist with state reports: class size, accreditation, FQSR, ASR, dropout, transfers, etc. (10%)
- Complete any trend data reports as assigned.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Knowledge of School Laws of Oklahoma, OSDE Accreditation Standards and Tulsa Public Schools Board Policy as they relate to student records, attendance, graduation rate, suspensions and drop outs.
- Extensive knowledge of computer skills including but not limited to: Microsoft Office – Access, Excel, Outlook, PowerPoint, Publisher and Word; and District and State student information management systems.
- Effective oral and written communication skills.
- Ability to balance multiple projects within a data driven accountability environment.
- Ability to collect, evaluate, and analyze data from a variety of sources and use this knowledge to make recommendations.
- Ability to translate Department and District goals into every day work activities.

- Ability to consistently implement District accountability policies and procedures.
- Ability to maintain confidential information.
- Demonstrate self-discipline and initiative.

Supervisory Responsibility: Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- N/A

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.