



OFFICE MANAGER / DISTRICT REGISTRAR

JOB DESCRIPTION

EMPLOYMENT CATEGORY: Full-Time / At-Will Classified

LOCATION: ACE Charter High School
1929 N. Stone Avenue
Tucson, AZ 85705

REPORTS TO:
Executive Director

POSITION SUMMARY:

The Office Manager/District Registrar is responsible for managing the Student Information System (SIS) data, which includes registration, enrollment, withdrawal, academic and attendance data for all TYD schools. The LEA Registrar also serves as the Office Manager for ACE Charter High School.

ESSENTIAL FUNCTIONS:

REGISTRAR

- Oversight and maintenance of all student registration and enrollment data and data reporting processes for all schools within the organization/Local Education Agency (LEA).
- Development and implementation of the master schedule for each school in coordination with the Principal(s).
- Oversight and maintenance of the Student Information System (SIS) academic and attendance data.
- Maintain student cumulative files including assessment data, health information and Exceptional Education services received.
- Research and correct errors or failures of the Arizona Education Data Standards (AzEDS) and other related Arizona Department of Education (ADE) accountability and compliance issues.
- Verify and maintain deadlines with State, Local and Federal Government Student Accountability.
- Respond to transcript requests from colleges, students and external agencies.
- Maintain records of school enrollment by students per teacher, grade, subject and period.
- Oversight of scheduling substitute teachers as approved by the Executive Director.
- Serve as the National School Lunch Program (NSLP) Director for the district/organization. This includes oversight of all aspects of food service in all schools, administering the school meal program in accordance with local, state and federal policies. In addition, submit meal counts, procurement, financial administration, menu planning, nutrition education, wellness coordination, and catering/vending operations.
- Place food/supply orders, account for meal service and a la carte sales and ensure adequate inventory is available.
- Additional duties as assigned.

OFFICE MANAGER

- Prioritize the work and activities in a school office.
- Respond to phone calls and/or incoming visitors.
- Ordering and maintaining office and instructional supplies for the schools.
- Sort and distribute incoming mail.
- Serves as a resource to school staff, students and parents regarding school and TYD district procedures and policies.
- Additional duties as assigned.

DESIRED QUALIFICATIONS:

- 5 years of Registrar-related experience.
- Two years of responsible clerical experience, preferably involving public contact is required. School site experience is a plus.
- Must possess and maintain a valid Arizona IVP Fingerprint Clearance Card.

Knowledge of:

- Current office practices, methods and procedures.
- Appropriate English usage, spelling, grammar, punctuation, and math concepts.
- Standards office machines and equipment, including computer terminals and appropriate software.
- Automated record-management and filing systems, receptionist and telephone techniques.
- Arizona Education Code and school attendance policies.
- Arizona Department of Education (ADE) requirements.
- Arizona State Board for Charter School (ASBCS) requirements.
- Operational Procedures and policies, rules, regulations, and legal provisions pertaining to student enrollment and attendance matters.
- Knowledge of Dropout Recovery Program (DRP) operations.
- Ability to attend professional development activities and improve upgraded skills.
- Knowledge of State and Federal laws in regards privacy and legal issue surrounding parental legal guardianship.

Ability to:

- Perform clerical work requiring speed and accuracy.
- Prepare clear and concise reports.
- Understand and clearly communicate legal mandates, policies and regulations pertaining to attendance related matters.
- Keyboard speed and accuracy.
- Establish and maintain cooperative working relationships.
- Communicate both orally and in writing in a clear and concise manner.
- Hear and speak to exchange and retrieve information in person and on the telephone. Give and take accurate messages.
- Apply policies and procedures related to the assigned duties and responsibilities of the position.

PREFERRED QUALIFICATIONS:

- Bilingual (English/Spanish). The ability to read and write Spanish

PHYSICAL REQUIREMENTS

- The employee is required to sit for extended periods of time at desk and may occasionally be required to stoop, kneel, or crouch.
- The employee must frequently lift or move objects up to 10 pounds and occasionally lift or move objects up to 50 pounds.