



## HADDONFIELD BOARD OF EDUCATION

95 Grove Street  
Haddonfield, New Jersey 08033

### Job Description

POSITION: District Registrar (part-time)

QUALIFICATIONS:

- A. High School diploma
- B. Five years of previous office/administrative assistant experience
- C. Proficient in Microsoft Office and Google Workspace
- D. Possess strong organizational skills
- E. Ability to interact with people at all levels
- F. Excellent telephone skills
- G. Knowledge of office equipment

PRIMARY FUNCTION:

The Registrar is responsible for collecting and approving all documentation relating to student enrollment, manages data collection for Genesis (student data software) and serves as the help desk for the system's parent/student portal. The Registrar's office is the primary point of contact for student registration, withdrawals, or transfers and processes working papers for minor students who are employed outside of school hours.

REPORTS TO: Business Administrator

MAJOR DUTIES AND RESPONSIBILITIES:

- A. The primary point of contact for student registration, withdrawals, or transfers.
- B. Collects and approves all documentation relating to student enrollment.
- C. Manages the data collection for Genesis.
- D. Serves as the help desk for the Genesis parent/student portal.
- E. Processes working papers for minor students who are employed outside of school hours.
- F. Residency follow-ups
- G. Keeps lease records current
- H. Assists with large data dumps and clean-up
  - a. NJ Smart
  - b. State Testing
- I. Performs such other tasks and assumes such other duties as may from time to time be assigned by the chief school administrator

TERMS OF EMPLOYMENT: Twelve-month position (part-time). Salary and work year are to be established by the Board of Education

EVALUATION: The performance of this job will be evaluated annually by the Business Administrator per provisions of the Board's policy on the Evaluation of Professional Personnel.

BENEFITS: Benefits are available to full-time employees per the negotiated contract.

BOE Approved Date: March 23, 2023

BOE Review Date: