



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA
Job Description

Title: School District Registrar

Job Summary: Under the supervision of the Assistant Superintendent of Finance and Operations and the Assistant Superintendent of Student Services, the School District Registrar supports parents in the registration process for students and is responsible for maintaining accurate student records, registering and withdrawing students according to established district procedures, and performing various secretarial and clerical tasks for the Business Office. This position represents the "face" of the district and requires a congenial, helpful and responsive attitude. Work schedule shall encompass regular central office hours established by the administration.

Performance Responsibilities:

- Greets visitors to and serves as the receptionist for the Central Office.
- Answers the main phone line of the school district, handles calls and concerns in a brief and expeditious manner, and subsequently directs or reports calls to departments and/or individuals concerned.
- Establishes and maintains cooperative, courteous and effective working relationships with district personnel, students, parents, and the community.
- Prepares responsible and comprehensive work in maintaining accurate student records and registering and dropping students according to established district procedures.
- Enrolls new students and obtains, verifies, and maintains a variety of student records such as grades, transcripts, immunization records, cumulative folders, and general student data.
- Coordinates student check out procedures to include initiating drop slip forms and recording transfers.
- Develops, updates, and maintains forms for use in registering students; orders and maintains supplies for the office.
- Communicates by phone, email, and/or facsimile with other schools or outside agencies regarding student records.
- Weighs parcels and letters on scale and compute mailing costs based on weight and zone as designated.
- Sorts mail for delivery and inserts mail and telephone messages into slots for inter-office distribution.
- Operates a computer and other central office equipment as assigned, assists others in the proper use of office equipment as needed.
- Plans and organizes tasks; works independently with little direction.
- Performs related duties as assigned, including duties related to emergency procedures.
- Performs various general secretarial and clerical duties to assist the Business Office and the Student Services Department as necessary.

Qualifications:

- High School diploma or equivalent. Associates Degree or higher is preferred.
- Prefer a minimum of three years or more office experience, preferably in a public school
- Possess a thorough knowledge of and familiarity with modern office equipment, technology, electronic equipment, and software applications and operations.
- Proficiency in the use of Microsoft Office (Word, Access, Excel, and PowerPoint), Google Suite, and willing to learn new software programs as needed.
- Ability to quickly learn new platforms adopted by Wellesley Public Schools.
- High level of professionalism and the ability to maintain confidentiality.
- Excellent verbal and written communication skills.
- A high degree of organizational and time management skills. Ability to prioritize, multi-task, and handle diverse tasks.
- Ability to understand written procedures, and understand complex, multi-step written and oral instructions.
- Ability to work independently and as part of a team required.
- Ability to take initiative, exercise sound judgment and make decisions within scope of his/her authority.
- Attend professional development as directed
- Ability to relate in a positive manner with members of the public, parents, staff and students.
- Support the overall school mission, vision, and policies and procedures
- The ability to work the dates of Kindergarten Round-Up events outside of standard office hours.

Evaluated by: Finance and Operations Manager

Work Year: As defined by the Wellesley Educators Association Unit D Collective Bargaining Agreement

Salary/Benefits: As defined by the Wellesley Educators Association Unit D Collective Bargaining Agreement

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to move throughout a building; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands or arms, climb or balance and stoop.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an educational environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

Non-Discrimination Statement:

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.

SC Approval Date: 08/05/19

Formatting and minor revisions: 8/10/26