

Job Title: Registrar

Supervisor: Student Services Director

Employment Terms: 12 Months

Salary Range: \$15.81 - \$22.65

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

District-wide Responsibilities:

- Collaborate with Student Services department through meetings and Professional Development
- Collaborate with the SIS (FOCUS) system
- Attend trainings to thoroughly understand the system
- Provide training and support to West-MEC staff & stakeholders on FOCUS
- Create various reports in FOCUS as needed
- Collaborate to establish enrollment timeline
- Update and verify data of all enrollment materials
- Work with the SIS team to create and update enrollment documents
- Maintain effective communications with students, parents, staff, and partnering schools on application and enrollment process
- Assist with application/allocation process by:
 - Reporting application counts
 - Recording students in SIS
 - Verifying applicant proof of residency and program requirements
 - Reporting allocations to applicants' home high schools
- Assists, trains, & troubleshoots the application/ enrollment process with all stakeholders
- Establishing payment timeline for central programs
- Maintain Student Services contact lists
- Work with ESA and Tuition Paying Families
- Complete Education/ Verification Records
- Maintain student records according to the state guidelines
- Prepare and distribute grade reports and transcripts
- Other job-related duties as assigned

Data Reporting:

- Withdraw Survey
- Enrollment/ Retention
- Weekly Application Counts
- 10-day Demographic
- Rosters, Grades, & Transcripts
- D & F Grades
- CTED Completion
- ESA & Tuition Billing & Collection
- Exceptional Student Services Data
- Payment Reports through In-Touch

College Partner Program Responsibilities:

- Facilitate the student enrollment process by obtaining required enrollment documents, such as birth certificate, immunization records, standardized test results, grade reports and determining residency requirements.
- Input immunization records into SIS
- Maintain up-to-date student records and personal demographic information, including withdrawal notification
- Coordinate with partner colleges to assist students with the additional college enrollment process
- Send timely email communication (BBC) to students/ families in partner programs (ex. First/ last day of school/ vacation/ holidays, other essential communication as needed)
- Timely communication to partner program instructors regarding West-MEC grade reporting due dates
- Enter the grades into the SIS quarterly

Knowledge and Skills:

- High School Diploma or GED
- Understanding of the Arizona Student Accountability and Information System (SAIS)
- Experience and understanding of student information systems such as FOCUS, Powerschools, Synergy, Infinite Campus, etc. in a 9-12 high school environment
- Ability to work independently and collaboratively, and meet timelines established
- Excellent verbal, written and communication skills
- Establish and maintain a good rapport with excellent customer service to employees, parents, students, and community
- Microsoft Excel (formula usage) and Office (mail merge, sorting) experience
- Proficient in Google Suite
- Experience in a school/ college environment preferred

Other Requirements:

- Must possess a current Arizona Driver's License
- Must be able to pass fingerprint and background checks

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open until filled

Start Date: TBD

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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