



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 3/20/2024

Registrar (Distance Learning)

Pay Scale: B

Level: 6

FLSA Status: Non-Exempt

Job Family: Central Office Support

Primary Location: Administration Building

Department Overview

The Department of School Leadership provides leadership and support to all school principals and leads schools in a continuous school improvement process designed to accomplish the mission and strategic goals established by the school division. The Department of School Leadership includes the Chief of Schools and the offices of Elementary Education, Middle School Education, High School Education, and Athletics and Activities.

Job Overview

The Registrar provides direct support to new families and ensures that the student is registered following the regulations set by the state and local school board. Registrars are administrative professionals whose duties include the maintenance of student records. These records include, but are not limited to, attendance records, immunization records, grades, and transfer information. In addition to understanding both the school's systems and general office technologies, registrars also handle a large number of administrative duties for school administrators and the Director of School Counseling in their day-to-day work. They may be called on to handle reporting duties, take care of transcript requests, maintain schedules, prepare documents, and inform higher-level administrators of possible upcoming issues.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Serves as the administrative assistant to the Supervisor of Virtual Loudoun and Director of School Counseling and supports specialists and school counselors
- Responds to request for information made from the public, parents, staff, and or other interested parties
- Prepares and processes reports, conducts research, and completes other tasks as requested by the Director of School Counseling
- Answers questions within area of authority; directs callers/visitors to appropriate location or staff member
- Collects required information to register new or transferring students; ensures that all required documentation is provided
- Enrolls student into the student information systems manually or processes the online pre-registration
- Directs students that need to be referred to the Welcome Center for evaluation of the English language skills or to the special education office for additional services
- Assembles and maintains the student's scholastic record and prepares student files for summer transfer and reviews all incoming students' files
- Prepares a variety of general and specific correspondence, logs, paperwork, forms and or other related information to ensure accuracy and completeness
- Makes copies, and or sends documents electronically, by fax, or via mailing and collects fees for various activities

Loudoun County Public Schools

- Assists the Director of School Counseling and School Counselors with rosters and schedules and conducts research, reports, correspondence and other various requests
- Verifies student attendance and contacts parent and or guardian to complete a follow up, documents absences, tardiness, and missed classes. Works with program administrators and/or attendance officers in identifying attendance truancy concerns
- Collects legal documentation and works with the Senior Registrar to maintain accurate data which affect the ParentVUE and StudentVUE systems
- Collaborates and works closely with the Senior Registrar, special permission office, McKinney Vento liaison regarding unique registration scenarios
- Assists families with activation of ParentVUE system
- Stays current on pupil accounting changes/requirements at the state and local level
- Coordinates resources to provide translation services/interpreters where needed

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

High School Diploma or GED

Experience

Licenses and Certifications

Knowledge, Skills and Abilities

- Demonstrates effective oral and written communication skills
- Strong organization and interpersonal and decision-making skills
- Ability to make all families feel welcome in the school and the community
- Ability to work efficiently and ensure accurate data entry
- Exceptional customer support skills
- Demonstrate ability to ensure confidentiality, discretion and sensitivity to diverse family situations
- Ability to work in a very fast pace and ability to multitask is a must
- Knowledge of the student information systems and the complexities of the many different reporting requirements

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.