



HEMET UNIFIED SCHOOL DISTRICT
1791 West Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

CENTRALIZED REGISTRATION DATA MANAGER

JOB SUMMARY

Under the direction of the Director of Pupil Services/CWA, oversees the daily registration of new students into the District, coordinates the related activities associated with the registration process, including Student Information System (AERIES), California Longitudinal Pupil Achievement Data System (CALPADS), special education, language assessment, and application for meals and transportation; assists in the appropriate educational placement of students.

ESSENTIAL FUNCTIONS

- Develops and implements student registration and re-registration processes and procedures
- Updates annual notifications and enrollment documents annually
- Works with District personnel and the public on registration requirements and procedures
- Develops formats for public awareness of registration requirements and procedures including website maintenance
- Acts as an ombudsman with the public on Registration Center problems and complaints
- Coordinates AERIES enrollment and implementation, standardization of databases, and trains employees and substitutes in AERIES enrollment and tagging
- Supervises and evaluates Registration Center clerical staff
- Assists in the actual registration of students
- Maintains database of registration activities and overflow including Inter- and Intra-District Transfers
- Prepares reports on the activities of the Registration Center
- Collaborates with Education Services to ensure AERIES and CALPADS data are submitted accurately.
- Ensures that all student data is up to date for California Basic Educational Data System (CBEDS)
- Supports and maintains enrollment for specialized programs including Foster/Homeless youth, Military Youth, Migrant youth, Home Hospital Instruction
- Maintains student records and responds to records requests
- Completes annual reports as necessary
- Verifies accuracy of AERIES data including lost transfers, dropouts, and graduation data
- Attends professional development with regard to student information systems
- Performs related duties as assigned

EMPLOYMENT STANDARDS

KNOWLEDGE OF

- State laws on student registration and records
- Database, spreadsheet and word processing programs
- Local policies and procedures dealing with student registration and assignment to schools

ABILITY TO

- Utilize and train others on AERIES
- Modern office methods, procedures, and equipment
- Effectively plan, organize, and implement assignment areas with the Registration Center
- Compose reports and correspondence
- Interpret and analyze laws, policies, and regulations
- Evaluate and train short-term and permanent employees
- Establish and maintain cooperative working relationships with school site and District Office personnel
- Maintain high-level human relation skills and conflict resolution skills.

CENTRALIZED REGISTRATION DATA MANAGER **(CONTINUED)**

EDUCATION

High school diploma or general education degree (GED) and possession of the knowledge and abilities listed above. Bachelor's degree or higher from an accredited college or university in a field related to the above-stated responsibilities is desirable.

EXPERIENCE

Two (2) or more years of responsible experience in student registration.

REQUIRED LICENSES AND/OR CERTIFICATES

- Must possess a valid California Driver's License
- Must be insurable at standard rates and maintain such insurability during the course of employment.

PREFERRED QUALIFICATIONS

Ability to speak, read and effectively communicate in Spanish.

PHYSICAL DEMANDS AND WORKING CONDITIONS

WORKING CONDITIONS

- Demanding timelines
- Subject to frequent interruptions and daily contact with staff and public

PHYSICAL DEMANDS

- Occasional bending at the waist and stooping
- Occasional carrying, pushing, pulling or lifting up to 20 lbs.
- Dexterity of hands and fingers to operate standard office equipment.
- Hearing and speaking to exchange information in person and on the telephone
- Occasional reaching overhead, above the shoulders and horizontally
- Visual ability to read, prepare/process documents and small figures
- Sitting and/or standing for extended periods of time
- Mobility

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT STATUS

Classified Management