



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Registrar
Reports to: Building Principal

Purposes and Objectives of the Position:

The registrar performs clerical and technical tasks related to the maintenance of student records and files and maintains an automated student information system.

Qualifications:

- High school diploma
- Associates Degree or three years work experience preferred
- Training in basic first aid preferred

General Duties and Requirements

- Maintains a variety of files, documents, and student records for the purpose of documenting and/or providing reliable information relative to student records.
- Performs enrollment and unenrollment activities (to include residency verification) on the automated student information system and prepares and maintains permanent student records and cumulative folders for all students for the purpose of ensuring compliance with financial, legal, state, or federal requirements.
- Processes requests from students, other districts, colleges/universities and/or employment agencies (e.g. transcripts, job verification, etc.) for the purpose of providing required information.
- Assists counselors with the enrollment, withdrawals, and transfer of students and process applicable records.
- Communicates with parents, students, staff, etc. in person, by telephone or in writing.
- Maintains confidentiality of information.
- Supports administration for the purpose of assisting with their administrative functions.
- Performs other duties as assigned.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.