



EMPLOYEE NAME: _____

Revised: 6/07; 9/09; 6/10, 6/13; 6/18

JOB DESCRIPTION

POSITION TITLE: Registrar, Adult Education	JOB CODE: ADE5
DIVISION: Accountability and Research	SALARY SCHEDULE: N/A
DEPARTMENT: Alternative Education	WORK DAYS: As Needed
REPORTS TO: Supervisor, Adult Education	PAY GRADE: N/A
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists with all aspects of student registration for the Adult Education program.	

REQUIREMENTS:

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: None
3. Experience: 2 years clerical experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication, typing, word processing, public relations, organizational skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Attends mandatory trainings involving student intake policies and procedures.
3. Provides students with information regarding programs.
4. Assists with the input of student data in GALIS.
5. Administers pre and post assessments.
6. Attends trainings necessary in assisting in student support position.
7. Maintains record keeping in accordance with CCSD and TCSG policy guidelines.
8. Assists with student intake.
9. Assists with student orientation.
10. Provides support to counselors and administrators.
11. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____