



SCHOOL DISTRICT OF THE CITY OF YORK, PENNSYLVANIA
Office of Human Resources

November 29, 2018

**School District Registrar – Administration Building
Grade 3, 7.5 Hours, 12 Month
Salary Range \$12.26 - \$23.31 per hour**

POSTING CLOSES: December 13, 2018 at 4:00 PM

Job Requirements:

1. High School Diploma.
2. Five (5) years of work experience including the operation of automated office systems to generate reports, correspondence, memos or in the maintenance of databases; or an Associate's Degree in Office Technology, Secretarial Sciences or closely related field.
3. Ability to organize and plan work and complete assignments on own initiative.
4. Strong written and verbal communication skills.
5. Must be Bi-Lingual (Spanish) written and verbal.
6. Ability to interact with others in a manner that demonstrates professionalism, respect, and dignity.
7. Act 34 Clearance, Act 114, Act 141, FBI Clearances. (Self-paid).
8. Drug Screening (self-paid).
9. Act 126 and Act 71 Certification.
10. Cover letter, resume and application.

Performance Responsibilities:

1. Receive and route calls using a telephone switchboard.
2. Accept messages for personnel in central office when there is no one in the office to receive calls.
3. Have employment applicants fill in employment applications and send applications to Human Resources.
4. Receive visitors, determine purpose and nature of business, contact proper personnel and direct visitors to appropriate office.
5. May enter all enrollment information into the District's database, maintain copies and files and refers materials to appropriate staff.
6. Access student information and or deliver services in conformance with established guidelines (transfer, storage, research of student records, and submit transcripts for the purpose of organizing and managing data to provide information as needed or requested.
7. Assist other district staff with establishing and maintaining a District enrollment and registration process – enrolling students, recording documentation, maintaining wait lists, assist parents, screen support(ELL and SPED) and data entry to Student Management System for the purpose of ensuring accuracy of records and consistent customer service.
8. Collaborate with other District departments including IT on maintaining, updating, and communicating school enrollment figures (enrollment numbers, number of sections, counts of students) for the purpose of ensuring records are accurate and providing information to others.
9. Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
10. May refer unresolved issues of residency to the appropriate authority and/or investigators, as directed.
11. Stay current on all activity relating to State Reporting, data collection, verification, and analysis.
12. Stay current on all activity relating to all aspects of data entry into the Student Information System.
13. Demonstrate initiative in the performance of assigned responsibilities.
14. Provide for a safe and secure workplace.



SCHOOL DISTRICT OF THE CITY OF YORK, PENNSYLVANIA
Office of Human Resources

15. Model and maintain high ethical standards.
16. Follow attendance, punctuality and proper dress rules.
17. Maintain confidentiality regarding school matters.
18. Maintain positive relationships with staff, students, and parents.
19. Participate in workshops and training sessions as required.
20. Communicate effectively with staff, students and parents.
21. Keep supervisor informed of potential problems or unusual events.
22. Respond to inquiries and concerns in a timely manner.
23. Prepare all required reports and maintain all appropriate records.
24. Follow all School Board policies, rules and regulations.
25. Exhibit interpersonal skills to work as an effective team member.
26. Demonstrate support for the School District and its goals and priorities.
27. Perform other incidental tasks consistent with the goals and objectives of this position.

The Human Resources Office must receive a written statement of interest by all applicants by December 13, 2018 at 4:00 p.m.

Non-Discriminatory Policy

The School District of the City of York does not discriminate on the basis of race, color, religious creed, ancestry, age, familial status, sex, national origin, sexual orientation, or disability. The policy of equal opportunity and treatment applies to every aspect of School District operations and activities, including admissions and employment practices.

This policy shall be made known to all persons and organizations associated with the School District of the City of York, to all Educational Placement Services, the Pennsylvania Bureau of Employment Security and all recruiting sources.

Any student, parent, employee, or citizen who feels that they have been denied because of race, color, religious creed, ancestry, age, familial status, sex, national origin, sexual orientation, or disability fair treatment or access of equal opportunity in any aspect of School District operations or activities should contact the Title IX compliance Coordinator, Robert Bernhard or ADA and Section 504 Coordinator, Dr. Linda Brown, Administration Building, Post Office Box 1927, York, PA 17405, phone number (717) 845-3571. The School District is an "Equal Opportunity Employer."

The School District is an "Equal Opportunity Employer"