

Registrar/Authorized Rep Job Description

Purpose: The Registrar provides office and clerical support to assist with the efficient operation of student services.

The Authorized Representative is responsible for the operation and management of the food service program within the district.

Responsible to: Counselor
Principal
Superintendent

Duty Year: Registrar-School Year plus 10 days prior to teachers returning and 5 days after teachers conclude the school year; working teacher workdays and not working in-service days.

Authorized Rep-during the operation of all Food Service Programs.

Payment Rate: Registrar-According to the classified Salary Schedule

Authorized Rep-According to stipend agreement

Qualifications:

- High school diploma or equivalent.
- Knowledgeable of PowerSchool and familiarity with office software.
- Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
- Communication skills to work effectively with students, teachers, parents and other groups.
- Desire to continue career improvement.

Essential Functions:

- Ability to work without direct supervision.
- Ensure that all activities conform to district guidelines.
- Communicate effectively with teachers, students and college/university representatives.
- React to change productively and handle other tasks as assigned.
- Maintain confidentiality at all times.
- Become knowledgeable with student enrollment and transfer processes and Student Information Systems.
- Support the philosophy and mission of USD 434.

Physical requirements/Environmental Conditions:

- Requires prolonged sitting or standing.
- Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
- May work in noisy crowded environments.

Essential Functions for Registrar:

- Support the counselor by organizing the office, designing bulletin boards and providing a positive atmosphere for the students.
- Screen visitors and telephone calls, directing them appropriately.
- Maintain orderly filing system.
- Manage student aids.
- Schedule college visits and recruiter appointments.
- Assist students with schedules and transcripts.
- Ensures the integrity, accuracy, and security of all academic records of current and former students, and facilitates effective student registration process; compliance with FERPA regulations.
- Print schedules, student data sheets, grade cards and other forms used in Student Services.
- Correspond with students about community service and maintain records.
- Ensure data necessary for state reporting is current and correct.
- Provide transcripts and education verification for outside entities upon request.
- Records requests for incoming and outgoing students.
- Audit PowerSchool reports and clean up outdated forms.
- Assist with assessments (MAP, State Assessments, ACT, etc.) example: collecting the needed supplies, prepping test areas, making test tickets
- Assist in preparation for special events (Financial Aid Night, Enrollment Conferences, Celebration of Success, Scholarship Certificates)

Essential Functions for the Authorized Representative:

- Manage all aspects of food service to include program documents, monthly and annual financial reports, food safety training, verification worksheets and results, and any forms needed to operate the program efficiently.
- Work alongside the district financial planner to submit monthly food service fund reports and the Annual Financial report to KSDE CNP. Review the reports to ensure all expenses are attributed to food service.
- Maintain training records for all food service employees, this includes contracted food service personnel.
- Prepare and complete all business pertaining to Verification. Review and count all free and reduced-price meal applications and the household members on each application. Submit findings to the state through KN-Claim.
- Oversee the procedures for each food service site.

- Conduct on site reviews of each identified site. Verify meal accountability and claiming practices.
- Administer Food Service Management Company monitoring of forms and documents twice a year.
- Audit student information system for accuracy of free/reduced student eligibility.
- Update eligibility documentation with student transfers in or out of the district.
- The authorized rep is responsible for maintaining accurate records of the following:
 - Daily meal counts from each site's meal clerk, which are consolidated and submitted for reimbursement monthly.
 - Menu's and production records from each site.
 - Income identified by attendance centers from child and staff payments for meals, other program sales, non-program foods, transfer for other funds and federal reimbursement.
 - Applications submitted by households for reduced price and free benefits.
 - Directly certify students for free benefits, through the direct certified electronic files on KN-Claim.
 - Creating and distributing letters, forms and applications to all households that relate to any CNP being operated within the district.

General Responsibilities:

- Must keep abreast of operational and reporting trends, regulations, and technology solutions for improving the efficiency and effectiveness of Student Services.
- Follow the most recent guidance from KSDE's publication of Food Service Facts to effectively implement a fruitful food service program.
- Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- See that district policies are observed at all times.
- Other duties assigned by the Counselor, Principal and Superintendent.