

**SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows**

JOB DESCRIPTION

JOB TITLE: District Registration, Admissions &
Administrative Coordinator

DATE: May 2023
REVISED: June 2024

PAY GRADE:

LOCATION: District Education
Office

SUMMARY: Under the supervision of Assistant Superintendents, performs a variety of K-12 registration responsibilities including maintaining the Parent Portal Registration Period Dashboard, student registration assignments, creating all periods for all grades and programs in the district and providing administrative support for staff and parents. Provides direct administrative support services to supervisor(s) and assists in the administrative functions of the department.

DUTIES:

1. Acts as a representative of the district, providing information, guidance and training to schools and parents about new student registrations and transfers and the use of the registration dashboard. Answers phones, handles inquiries, gives out information and schedules meetings. Acts a liaison between schools and parents on registration matters.
2. First point of contact to address parent complaints arising from incidents in schools. Gathers information and directs concerns to those responsible for zone or department.
3. Creates all registration periods on the online registration system for all grades and programs and generates related email templates for each registration period that are sent to staff and parents.
4. Reviews and reassigns in-catchment school placements on finalized registrations to maintain accurate and current enrolment numbers for reporting to Senior Team.
5. Updates addresses and runs catchment lookups to correct errors from parent data entry to ensure students are correctly placed in their appropriate school.
6. For each district managed period, prepares data and spreadsheet for Senior Team to facilitate their placement decisions and to support final registration placements.
7. Selects, verifies, enters, stores and processes data from a variety of material, some of which may be confidential, such as correspondence, invoices, purchase orders, inventories, student records, class lists and schedules, attendance records and personnel records. Updates and edits stored information, including manuals and resources for the registration portal dashboard.
8. Composes correspondence, compiles data, and prepares month-end and year-end forms and reports, including purchase card reconciliation.
9. Researches, analyses and selects material, data and information for the compilation, preparation and processing of a variety of reports, records and statements. Checks validity of entries on department accounts.
10. Assists in the preparation of presentation materials and coordinates departmental events.
11. Takes minutes of meetings and supports district reception activities on back-up basis.

12. Collects and prepares packages for committees when awarding grants.
13. Orders all furniture and learning resources for new classrooms across district locations.
14. Establishes and maintains department files and records, by sorting, classifying, coding and reviewing materials, as well as handles incoming mail and verifies deliveries.
15. Coordinates facility rentals for district-wide skating sessions.
16. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by the position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS

1. Successful completion of Grade 12 with course emphasis on business practices and procedures plus a minimum 1-year post-secondary course work in business, office administration, information systems, and/or accounting.
2. Two (2) years practical experience in office and clerical routine, preferably in a school system, combined with experience and demonstrated knowledge of the District's Parent Portal System and, specifically, the Registration and Waitlist Module.
3. Ability to operate office equipment such as switchboards and computers with a keyboarding skill at a minimum of 60 net wpm. Intermediate proficiency with a variety of software, including word processing, spreadsheets, database, and presentation programs. Must be familiar with computerized student record tracking systems.
4. Demonstrated ability to communicate effectively, having tact and diplomacy, with staff, students, parents and visitors combined with the ability to function harmoniously in an office environment.
5. Excellent organizational skills, including the ability to plan, prioritize and multi-task to meet deadlines.
6. Demonstrated ability to work at the level of independence and with the degree of initiative and/or confidentiality appropriate to the position.
7. Valid B.C. Driver's License.

JOINT COMMITTEE MEMBER'S SIGNATURES:

	
	