

**Montclair Public Schools  
Personnel Department**

**JOB DESCRIPTION**

**Title:**           **Registration/Testing Coordinator**

**Qualifications:** 1/ High School Diploma or equivalent, 2/ Prior successful secretarial or office experience preferred, 3/ Knowledge of basic office procedures, record keeping and organization, 4/ Demonstrated ability for customer service, listening, and verbal & written communication skills, 5/ Knowledge of word processing, database and/or spreadsheet applications and ability to use them in meeting responsibilities, 6/ Demonstrated ability to successfully work within a team of people, 7/ Demonstrated aptitude or competence for assigned responsibilities, 8/ Required criminal background check & proof of U.S. citizenship, legal alien status, or right to work within the US, 9/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports To:**           Superintendent, Assistant to the Superintendent, or designee

**Job Goal:**       To assure the efficient and effective registration of pupils and families beginning their educational experiences with the school system, and successfully collect and submit required state enrollment and demographic data as assigned. Distribute materials concerning registration to appropriate persons and supply applications and forms on request. Some additional secretarial duties may be assigned.

**Performance Responsibilities:** 1/ Register all new children for the Montclair Public Schools, grades Pre-K-8; 2/ maintain files for central registration and all correspondence and contact work regarding domicile verification; 3/ dispense all information on school programs available to students grades Pre-K-8 to interested parents; 4/ assist with the notification of all parents regarding school assignments for their children; 5/ notify all schools of the new students assigned; 6/ enter computer information for all new students K-8; 7/ Receives and properly handles telephone calls, information requests from administrators, teachers, parents, students, business, public, school, community, organizations and governmental agencies and other contacts in a confidential manner, 8/ Assists with the usual office routines and functions associated with a busy office, 9/ Perform successfully all duties assigned, 10/ Receives and properly handles telephone calls, information requests from administrators, teachers, parents, students, business, public, school, community, organizations and governmental agencies and other contacts in a confidential manner, 11/ Assist with Switchboard relief as -scheduled; 12/ Provide services which conform to district objectives, board policies, administrative directions and state laws/regulations, 13/ assume other related responsibilities and duties within the context of the above major responsibilities and/or illustrations of key duties.

**Terms of Employment:**       Salary and benefits as per MEA Contract.

**Evaluation:**       Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of non-certified staff.

**Classification:**       Non-certified, MEA: Technical

*Established: 1984, revised 2007, 2011*