

HAMILTON TOWNSHIP SCHOOL DISTRICT

**POSITION CODE: 9300
NONCERTIFIED**

Central Management Support

TITLE: SECRETARY, ADMISSIONS & ENROLLMENT

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience as determined by the board.
3. Strong communication and interpersonal skills.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
5. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment
6. Skill in organizing resources and establishing priorities.
7. Knowledge of the rules, regulations, and laws regarding student records.
8. Ability to maintain confidentiality of records and information.
9. Knowledge of admissions standards.
10. Ability to communicate effectively orally and in writing.
11. Ability to gather and analyze statistical data and generate reports.
12. Ability to follow up, good with details, ability to deal with many issues concurrently.
13. Computer literacy.

REPORTS TO: Superintendent or designee

SUPERVISES: The district's admissions, enrollment and student records

JOB GOAL:

To provide information about the school leading to enrollment of students and maintenance of student records.

PERFORMANCE RESPONSIBILITIES

Registration and record-keeping

1. Organizes and performs admissions, registration, and student records functions. Reviews and compiles student admission applications and related documents. Maintains academic records, verifies enrollment, and implements applicable student policies, in accordance with accreditation standards and privacy laws; may coordinate acceptance and receipt of fees, as appropriate to the position.
2. As appropriate to the position, reviews and processes student applications and/or documents; reviews and/or compiles and updates student credentials needed for admissions status; monitors progress of applicants.
3. Provides administrative support, which may include scheduling meetings and events, maintaining various office files, initiating and drafting correspondence, and other related duties.
4. Meets with newly enrolled students and parents in person or on the phone to review forms and explain the enrollment and planning process. Will address some specifics on the completion of the forms not allowed to be covered in the enrollment interview by the ADA by law / regulations.

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SECRETARY, ADMISSIONS & ENROLLMENT (continued)

5. Will assist with the collection of all paperwork by responding to specific questions during the form completion process. Will follow up on missing forms until file is complete. Will act on all missing forms notices.
6. Coordinates registration of students, compiling, evaluating, and retaining student records, and policy interpretation and advisement as appropriate, compiles statistical information and prepares reports.
7. Maintains confidential records.
8. Develops and maintains recordkeeping systems and procedures.
9. Coordinates the preparation and distribution of school publications pertaining to admissions and enrollment.

Other

1. Performs other related duties as may be assigned.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: BOE

Date: 8-28-24

Revised:

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record
<u>N.J.S.A.</u> 18A:7A-11	Annual report of local school district; contents; annual report of commissioner; report of improvement of basic skills
<u>N.J.S.A.</u> 18A:16-1	Officers and employees
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.A.C.</u> 6A:30	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32-6.3	Requirements of physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.